Your Name  
Address  
City, PA Zip Code

Insert Date

The Honorable [Insert Senator's Name]  
P.O. Box [Insert Address]  
Harrisburg, PA 17120

Dear Senator [Insert Last Name]

My name is [Insert Your Name] and I reside at [Insert Your Address] in [Insert Your City], Pennsylvania. I am a proud graduate of Millersville University.

I am writing to ask that you to support Millersville University in seeking funding for additional community projects, specifically... [Be specific with your suggestion, idea or request. If you are writing about a specific Bill, include the Bill Number - for example, H 1111 or S 2222]

I appreciate your help and ask that you send me a response regarding the results of this request. Please let me know if you are able to pass a Bill that would assist Millersville University in receiving the necessary funding to succeed.

Thank you for your time and considering my request.

Sincerely,

[Insert Your Name]