The sample letter below is a suggested format for contacting your Member of Congress.

| Address            | The Honorable [First Name] [Last Name]  
|                   | Office Address  
|                   | United States House of Representatives/United States Senate  
|                   | City, State, Zip  
| Salutation        | Dear [Representative/Senator] [Last Name]:  
| Introduce yourself: your name and institution | My name is [insert your name] and I am currently [your position title] at [institution of higher education], in [city], [state].  
| What is the issue you are writing about to your Congressional Representative? | I am writing to call your attention to the Tax Cuts and jobs Act (HR 1), in particular, §1-1204, Subchap., B, Sec. 117, Subsec. D.  
|                   | As the [position title], I have had [insert a specific example as to why this topic is important to you, the institution and/or graduate students. Be specific with your suggestion, idea or request.  
| Ask for a response | I look forward to hearing back from you regarding your thoughts on [issue of importance/legislation] and what steps you see Congress taking with respect to this [issue/legislation]. Please keep my interests in mind as you work on this issue.  
| Thank the Member for their time | Thank you for your time and for consideration of my concerns. I hope that you and your staff will think of me as a resource on this issue and other issues of importance to graduate education. If you have questions or need campus specific information, please do not hesitate to call on me at [telephone contact] or [e-mail contact].  
| Closing with contact information | Sincerely,  
|                   | [Insert Your Name]  
|                   | [Your Title]  
|                   | [Your IHE]  
|                   | [Your Address]  
|                   | [Your City, State, Zip] |