Sample Letter to Representatives

(The Date)
The Honorable (Representatives Name) Unites States House of Representatives/Senate (The Representatives Address)
Dear (Representative/Senator Insert Name),
I am writing this letter to request your support for the following issue that is of great importance to me. I have lived in your district/state for years and vote regularly in elections.
Interstitial cystitis (IC) is a disease that has had an enormous effect on me and my family. IC is a chronic condition consisting of recurring pain, urinary frequency (needing to go often), and urinary urgency (feeling a strong need to go). IC can affect anyone - men, women, and children of any race can develop IC. Between 3 and 8 million women and 1 to 4 million men in the US may have IC. Estimating conservatively, that's 1 out of 77 people who have IC. Or, if further research supports the higher prevalence rate, that's 1 out of every 28 people. That's more than the number of people with breast cancer, Alzheimer's diseases, and autism <i>combined</i> .
At this time the cause of IC is unknown, there are no definitive diagnostic tools available to clinicians, and there is no cure. Because of this many patients suffer for years before receiving a diagnosis or finding treatments that relieve their symptoms. These symptoms can dramatically affect an IC patient's quality of life, leading to a loss of mobility, a loss of relationships, and a sense of isolation, as well as the inability to continue to work. Many IC patients ultimately require disability assistance because of the severity of their symptoms.
With so much still unknown about this disease, increased IC research is vital to the understanding and eventual cure of IC. Therefore, I would like to request your support in the following areas:
 Encourage the National Institutes of Health to expand the interstitial cystitis research portfolio. Support funding for the Centers for Disease Control and Prevention to raise awareness about IC and collaborate with community partners on getting the word out about this chronic condition.
I would greatly appreciate your consideration and support on the above items. They are extremely important to me and my family. Thank you for taking the time to read this letter.
Sincerely,
(Your Name) (Your Phone, Email, or Address)