



Sample Letter to Representatives

(The Date)

The Honorable (Representatives Name)
Unites States House of Representatives/Senate
(The Representatives Address)

Dear (Senator/Congressman _____),

As August Recess quickly approaches, I invite you to visit the Chicago Rehab Network (CRN) (your organization). For the last 27 years, CRN, a nonprofit coalition of developers and advocates, has been working for affordable housing in Illinois. Through our advocacy, policy, capacity building, and organizing efforts, we work to strengthen nonprofit community-based development and housing efforts throughout the State of Illinois. (A quick description of your organization, who it is/what it does).

During your visit, I would like to speak with you about recent affordable preservation issues affecting your constituents, as well as to touch on the relevant housing policy and advocacy efforts at the federal level. (The subject you would like to speak with them about)

Senator/Congressman_____, I look forward to hearing from you. To schedule a visit, please contact Jennifer at (312) 555-2525 or via email at Jen@Chicagorehab.org.

Sincerely,

(Your Name)
(Your Phone, Email, or Address)



July 29, 2008

The Honorable Rahm Emanuel
3742 West Irving Park Road
Chicago, IL 60618

Dear Congressman Emanuel,

Please accept this letter as a scheduling request, on behalf of my boss, Gene Moreno. She would like to speak with you during your August recess. Gene hopes to discuss recent affordable housing preservation issues, which are currently affecting your constituents, as well as to touch on the relevant housing policy and advocacy efforts at the federal level.

Gene also looks forward to giving you a further introduction to our organization, the Chicago Rehab Network (CRN); CRN represents over 40 nonprofit community development organizations working in neighborhoods throughout the Chicago area. Since our formation in 1977, CRN's role has evolved to encompass research and advocacy, as well as training and technical assistance. Although our membership base is rooted in the Chicago region, our policy and advocacy has consistently been state-wide in scope, including statewide media initiatives and collaborative efforts with the State Legislature. Our preservation database, moreover, is a combination of multiple HUD databases that together form a complete and up-to-date tracking system for all assisted housing in Illinois.

Congressman Emanuel, I hope you have some time for a brief meeting with Gene during your August Recess. I know our director, Kevin Jackson has worked with you in the past, and we hope you will have another opportunity to work with CRN. Gene is available throughout the month of August, except August 18th-22nd.

I look forward to hearing from you.

Sincerely,
Jennifer Barriere
312-663-3936
Jennifer@Chicagorehab.org