

Sample Letter to a Member of Congress

Salem Fire Department
1234 Main Street
Salem City, OR 97303

[DATE]

The Honorable _____
United States House of Representatives
Cannon House Office Building
Washington, DC 20515

Dear Congressman _____:

As fire chief of the Salem City Fire Department, I am asking for your support of our community's fire and emergency services personnel by joining the Congressional Fire Services Caucus. In 1987, the Congressional Fire Services Caucus was established to educate members of Congress about the fire and emergency services. The Caucus was created to be a bipartisan group where Republicans and Democrats could work together to improve the readiness of local first responders and to jointly recognize their valor and dedication.

Today, the Fire Caucus is among the largest caucuses in Congress. The Caucus is not about ideology, but rather recognizing and supporting our nation's first responders. It unites members of Congress to raise the level of awareness on Capitol Hill about the critical mission first responders fulfill to protect local communities. Serving as a forum for education and discussion on a broad range of issues, the Caucus helps members understand how certain pieces of legislation can advance the readiness and response capabilities of our nation's first responders to all hazards.

You can join the Caucus by contacting one of the current co-chairs of the Caucus and letting them know you are interested in joining. For a list of the current co-chairs and caucus membership, please visit the website of the Congressional Fire Services Institute (CFSI): www.cfsi.org. Established in 1989, CFSI is a nonprofit, nonpartisan policy institute designed to educate Congress about the needs and challenges facing the entire fire and emergency services.

Please have your staff contact me should have you questions regarding the Caucus or the issues facing the fire and emergency services. Furthermore, please consider this letter an open invitation to visit my department to learn more about our mission.

Sincerely,

Frank Benjamin, Chief
Salem City Fire Department