

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 writing to thank you for your membership in the Congressional Fire Services Caucus. Members of the fire service take great pride in the fact that the Fire Caucus is the largest caucus in Congress, a distinction it has held since it was formed in 1987.

Working in the spirit of cooperation, the Fire Caucus has been of great benefit to the fire service, raising the level of awareness to our issues in Congress. The Fire Caucus serves as a forum for education and discussion on a broad range of issues that impact the readiness and response capabilities of our nation's first responders to all forms of hazards.

I encourage you to maintain an active participation in the Caucus. I would also like to offer an open invitation to visit our department to learn more about our mission and how the decisions being made in Washington, DC impact our response capabilities.

Please have your staff contact me should have you questions regarding fire and emergency services issues, or to set-up a visit to our department.

Thank you for your continued support.

Sincerely,

Frank Benjamin, Chief
Salem City Fire Department