

Sample letter to Congressional Representative

Hon. _____
Washington, D.C.

Dear Congressman/woman _____:

Congratulations upon your recent [re-]election to Congress. I have spoken with members of your staff on several occasions to request copies of hard-to-find materials and have always found them to be most helpful.

I am writing to encourage you and your staff to take advantage of our library's status as a federal depository library. Our depository agreement with the Government Printing Office stipulates that we serve the citizenry of the _____ Congressional District. We, along with other depository libraries in the area, welcome the public. We encourage you to refer constituents to our library, where they will have use of our entire collection of print and microform materials, as well as access to the Internet. We cannot dispense legal advice or allow the public to use sources restricted by educational contract, but as librarians we can assist members of the public to find the government information that they need.

We hope you will consider linking to our library's website, located at _____ . We look forward to serving you, your constituents, and the _____ Congressional District.

Very truly yours,