

# Madison Action Day Sample Letter and Instructions



1. For help identifying your Senator and Representative go to <https://legis.wisconsin.gov/>
2. Who should write? If you can't attend Madison Action Day, this is a way you can participate. We also welcome letters from those who are registering for Madison Action Day.
3. We are collecting the letters and will deliver them to our legislators. The more, the merrier!
4. Just send your letter(s) **by April 1** inside a single envelope to  
ESTHER office  
P.O. Box 784  
Neenah, WI 54957.  
ESTHER will group the letters and deliver them to legislators.

- We invite you to write 2 letters, one to your Representative and one to your Senator. The content of your letter can be the same to both your representative and senator—just change the salutation (Dear Senator \_\_\_\_\_, Dear Representative \_\_\_\_\_).
- A handwritten letter is preferred, but a typed letter is also acceptable if that is your preference. If you have questions, email [office@esther-foxvalley.org](mailto:office@esther-foxvalley.org). Your letter need not be more than a few sentences. Just be clear about what recommendation you want to see supported in the budget.

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## SAMPLE LETTER THAT YOU CAN USE TO WRITE TO YOUR LEGISLATOR

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(Month) (Day) (Year)

RE: State Budget

Dear (Representative/Senator) (Last name):

I am a member of (WISDOM affiliate name or WISDOM task force/committee) who is very concerned about (Criminal Justice, Transportation, environmental justice, etc.) who resides in your district.

(State why you support a specific Wisdom's budget recommendation. See details of WISDOM's recommendations and reasons for support at <https://wisdomwisconsin.org/mad.>)

(Include a personal story. Tell your representative why the issue is important to you and how it affects you, your family member and your community.)

(Tell your Representative/Senator you encourage these recommendations be included in the State Budget. Be sure to include your name and address on both your letter and envelope.)

Sincerely,

**SIGN YOUR NAME**

**Print your name**

**Street address**

**City, State, Zip Code**