Date

The Honorable [Senator Full Name] OR The Honorable [Representative Full Name]

U.S. Senate U.S. House of Representatives

Washington, DC 20510 Washington, DC 20515

Dear [Senator Last Name]: OR Dear [Representative Last Name]:

Introduce yourself briefly and identify the topic of your communication. Be as specific as possible and if writing about a specific piece of legislation use the bill number and/or title if you know them.

*For example: My name is Jane/Joe Jones, and I am a constituent and a pharmacist in Anytown, USA. My pharmacy, Jones Pharmacy, is located at 123 Main Street. I am writing today to express my concerns regarding a Medicare drug benefit/offer support for S.1234, the Pharmacy Act/invite you to visit my pharmacy/etc.*

In my practice, I focus on helping patients manage their medication therapy and working with their other health care providers, ensure that they are taking the appropriate medication. On a daily basis I consult with patients and physicians regarding drug therapy. Pharmacists play a vital role in patient care and drug therapy management.

*Be specific about the topic/issue about which you are writing and explain your position using your own words to describe how the legislation will affect you and/or your ability to provide patient care.*

For example: I have several concerns with S.1234, the Pharmacy Act. [List your concerns…]

*If you are inviting the legislator to visit your pharmacy, explain what types of services you provide and ask the legislator to stop by to witness the services first hand. You might want to ask him or her to visit on a day that you are doing flu shots or a diabetes or asthma screening program or other event.*

For example: While I recognize that you have many time commitments, I would like to extend an invitation to you to visit my pharmacy should you have time available when you are home during the upcoming/current Congressional recess. I am confident that by witnessing the advanced level of patient care provided by pharmacists you will agree that these types of services should be included in any Medicare drug benefit legislation

*Ask for a response. Urge the legislator to oppose or support a specific piece of legislation or whatever action you would like to be taken. Request, but don’t demand, a reply to your letter.*

*Close by thanking him/her for their consideration. Make sure you include your name, address and contact information.*

*Sincerely,*

*Joe Jones, Pharmacist*

*123 Main Street*

*Anytown, USA 12345-6789*

Daytime phone: 123/456-7890, Email address: abc@def.com