[Your Name] [Your Address] [Your City/State/Zip]

[Insert Date]

The Honorable [Full Name] [Insert Address] Nashville, TN 37243

Dear [Senator/Representative/Governor/Congressman Last Name]:

[Tell Your UofM Story! Introduce yourself as a constituent and a [student/alumnus/friend of the University of Memphis]. Tell your elected official why the UofM is important to you or how your UofM degree has helped you. Mention any personal connection you may have to the elected official].

As a [student/alumnus/ friend of the UofM], I am writing to urge your continued support for the University of Memphis System as you and other members of the state legislature continue your work on the [fill in the issue].

As an elected leader you will be facing numerous challenging issues and decisions this session. The economic climate may make funding difficult for many government services. However, it is critical to the state’s future that the University of Memphis continue to attract and retain the best faculty members, provide quality facilities, maintain access for Tennessee students, and generate high-quality graduates to move Tennessee forward.

I ask for any positive actions you may be able to take on behalf of the University of Memphis during this session and into the future. I hope you recognize—as I certainly do—that your vote for the University of Memphis is a vote for every Tennessean.

Thank you for supporting UofM and representing the people of Tennessee.

Sincerely,

[Your Name]