

**Letter Template
for Your Patients To Send to Their Legislator Expressing Their Concern
About a Particular Issue(s)**

INSTRUCTIONS:

To assist your patients in writing a letter, print out the following two pages.

How To Write a Letter to My Legislator

Congratulations for taking an active role to address health-care issues affecting you!

How to send this letter:

- Fax
- E-mail (*This is the most convenient and common way of communicating with elected officials.*)
- Posted mail

Please note that you can find your legislators contact information on the ACCP Web site at <http://capwiz.com/chestnet/dbq/officials/>.

**** Due to security precautions, posted mail often takes weeks to reach each congressional office. Therefore, e-mails are the most convenient and common way of communicating with elected officials. ****

Below is a sample letter that you can **modify by changing the bolded text to your individual information** or use to guide you in writing your own letter.

- Often, representatives ask their staff to select the most interesting and revealing correspondence for them to read personally, so:
 - Be sure to avoid “form” letters, and just be yourself! Add relevant personal experiences to make your letter more effective.
 - Use the relevant background information and talking points found in the ACCP Advocacy Tool Kit at <http://www.chestnet.org/practice/gr/toolkit.php>.
 - Remember, your correspondence counts!

When e-mailing or faxing a letter, be sure to:

- Type your name and address at the end of the letter so that the member knows you are a constituent.

When sending a letter by posted mail, be sure to:

- Type your name and address at the end of the letter so that the member knows you are a constituent.
- Print the letter on your office or personal letterhead.
- Enclose a business card so that your legislator or legislator’s office can contact you at a later date.

[INSERT DATE]

The Honorable **[INSERT NAME OF SENATOR OR REPRESENTATIVE]**
United States **[SENATE / US HOUSE OF REPRESENTATIVES]**
[INSERT ADDRESS] (Found on: www.chestnet.org/about/links/government.php)

Dear **[Senator or Representative]** **[INSERT NAME]**:

I am your constituent and live in **[INSERT CITY AND STATE OF WHERE YOU LIVE]**. I am deeply concerned about the pulmonary and critical care workforce shortage crisis and the declining Medicare and Medicaid reimbursement rates for physician care.

I am an **[INSERT YOUR AGE AND GENDER, ie 65 year old woman]** and worry that there may be a time when I may require critical care and may not be able to receive the quality care I need, because there is not enough staff at **[INSERT NAME OF A LOCAL HOSPITAL ie Saint Elizabeth's Hospital]**. I also worry that future generations may face these same problems if they are not addressed soon.

Furthermore, Medicare payments continue to lag behind the increased costs to physicians for providing care to seniors and people with disabilities. As a result, many physicians are forced to retire early and younger generations are not considering medicine as a career. I worry who will be there to take care of my family!

Please address this pulmonary and critical care workforce shortage crisis. Cosponsor **[S.718, H.R. 3886]**, *The Patient Focused Critical Care Enhancement Act*. Also, please consider how Medicare can better reimburse physicians so that they are paid fairly for the great care they give us.

Thank you for your time.

Sincerely,

[INSERT YOUR SIGNATURE]
[INSERT YOUR NAME]
[INSERT CITY, STATE AND ZIP CODE WHERE YOU LIVE]