To find out which Member of Congress to send your request to, call the Washington DC office of your [House](http://www.house.gov/representatives/) and [Senate](https://www.senate.gov/senators/contact/) members, identify yourself as a constituent, and ask for the name and email of the staffer in charge of Appropriations. **This email should be sent to the staff member in charge of Appropriations.**

**DRAFT EMAIL LANGUAGE**

Dear [Name(s) of staff person],

I’m writing to ask **Senator/Representative** to support **$XX** in funding for the **XXX** [Federal Program] in Fiscal Year 201X (FY1X). This is a program important to our organization and the communities we work with.

**Provide a few sentences on your program and its impact being specific about evidence/data/outcomes, communities served, etc.**

We know you have tough decisions to make in this process but hope you will consider support for **XXX** [Federal Program] in FY1X.

Please let us know if we can send any further information about our organization and its impact.

Best,

**Your name**