



South Carolina
Institute of Medicine & Public Health
HEALTH POLICY FELLOWS
Program

SOUTH CAROLINA OFFICE OF
RURAL HEALTH
Investment. Opportunity. Health.

Engaging Your Elected Officials

SAMPLE LETTER

Key components: Clearly state the public health problem present and state the policy recommendation, briefly explain how the public health issue effects the local community.

[Date]

The Honorable [Elected Official's Full Name]
[Representative's Address]
[Representative's City, State Zip Code]

Mayor/Councilman/Councilwoman [Last Name],

My name is [Constituent Name], and I am a resident of [County Name] County [District #] and a member of [Community Coalition]. I am writing to you today as your constituent to express my concern about [insert public health issue e.g., “__”] in our community. [Include brief facts about how the public health issue affects the general population]. [Include how the solution will improve public health outcomes].

I urge you to work with your colleagues on the [County Name] [County Council/City Council] to [insert policy recommendations e.g., “__”] by [action items to solve the public health problem]. These changes will contribute to improved health outcomes in [County Name].

According to the County Health Rankings and Roadmaps, the 20XX data states that [data statistic that supports the public health policy solution]. This data reflects the need to make improvements in our community. Without establishing/implementing [policy recommendation] throughout our community, [County Name] is perpetuating health inequities, which in turn negatively impacts health outcomes amongst our residents.

Our community needs our elected leaders to collaborate with community members to make data driven decisions to ensure we are building a healthy community for all of our residents. Your constituents deserve to have an equitable opportunity to live healthy and resilient lives.

On behalf of [Community Coalition], thank you for taking the time to read this letter. Your consideration is appreciated. If you have questions about our suggested policy recommendations, please reach out by calling me at XXX-XXX-XXXX or by email at XXXXX@XXXXXX.

Sincerely,

FNAME LNAME

Resident of [County Name], [District #]