

Constituent Letter Sorting

*** Sorting is required**

1. Sort by the state that the Member of Congress represents. *
2. Sort by Member of Congress.
3. Group your sorted piles by building.
4. Separate each pile with paper clips, binder clips, or other clip.
5. Label each pile of sorted letters with post-its that state the following: State represented, Member of Congress, Building.
6. Please make sure individual letters are also labeled and separated.

DATE

The Honorable FIRST NAME LAST NAME
U.S. House of Representatives
Building, Room Number
Washington, D.C. 20515

OR

The Honorable FIRST NAME LAST NAME
U.S. Senate
Building, Room Number
Washington, D.C. 20510

RE: Please Support Legislation to Help Build Families

Dear Senator/Representative LAST NAME:

DATE

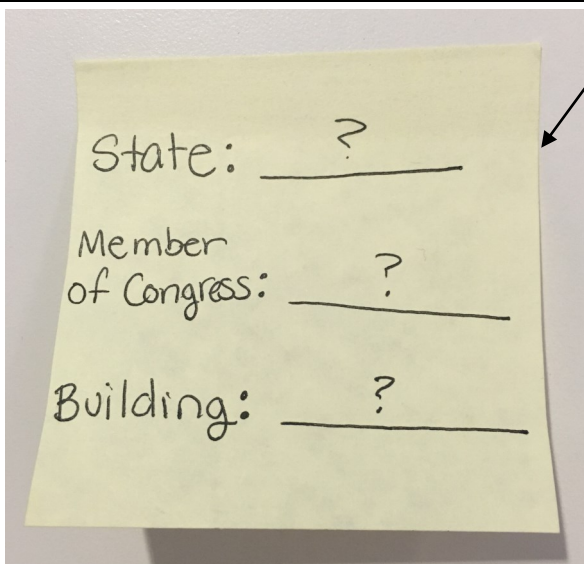
The Honorable FIRST NAME LAST NAME
U.S. House of Representatives
Building, Room Number
Washington, D.C. 20515

OR

The Honorable FIRST NAME LAST NAME
U.S. Senate
Building, Room Number
Washington, D.C. 20510

RE: Please Support Legislation to Help Build Families

Dear Senator/Representative LAST NAME:



* If you are collecting letters from friends and family and need to confirm the state their Member of Congress represents, visit www.house.gov and www.senate.gov to search.