



Congressional Introduction Letter

A great way to start building your relationship with your Representative or Senators, and to establish yourself as a resource, is by sending a letter introducing yourself as a new grassroots leader with PAN. You should mail these letters to your Member's district office. We also encourage you to email a copy of your letter to your Member's office, and place a phone call to his or her staff in DC. You can find your Member's contact information by visiting www.House.gov or www.Senate.gov. This is a sample letter; remember to add your personal story to your letter. Please send a copy of your letter to PAN staff.

Sample Letter

[Your Name]
[Address]
[Phone Number]
[E-mail Address]

[Date]

The Honorable [Name] Address
City, ST ZIP

Dear [Representative] or [Senator] [Last Name]:

I would like to introduce myself as the Parkinson's Action Network (PAN) [title] for [congressional district or state]. PAN is a grassroots advocacy organization which serves as the unified voice of the Parkinson's disease community—advocating for 500,000 to 1.5 million Americans living with Parkinson's disease and their families.

[Insert one or two short paragraphs telling your personal story. Try to keep your letter under one page if possible. Include your connection to Parkinson's disease and how this disease affects your everyday life and community.]

As a PAN [title], I work to educate my community about the effects of Parkinson's disease and the impact current public policy has on the Parkinson's community. As a constituent, I would like to be a resource to you and your staff to provide more in-depth information on the issues relevant to the Parkinson's community and to discuss my experience living with this disease.

I look forward to working with you to find better treatments and a cure for Parkinson's disease.

Sincerely,

[Your Name]

CC: Parkinson's Action Network



Sample Completed Letter

Jane Doe
1 Main Street
Bethesda, MD 20814
555-555-5555
janedoe@doe.com

September 1, 2014

The Honorable Chris Van Hollen
51 Monroe St, Suite 507
Rockville, MD 20850

Dear Representative Van Hollen:

I would like to introduce myself as the Parkinson's Action Network (PAN) Assistant State Director for Maryland's 8th congressional district. PAN is a grassroots advocacy organization which serves as the unified voice of the Parkinson's disease community—advocating for 500,000 to 1.5 million Americans living with Parkinson's disease and their families.

I was diagnosed with Parkinson's five years ago. This past year I had to stop working and apply for Social Security Disability. I have two daughters and I advocate for better treatments and a cure for Parkinson's so I can be there for them for many years to come.

As a PAN Assistant State Director, I work to educate my community about the effects of Parkinson's disease and the impact current public policy has on the Parkinson's community. As a constituent, I would like to be a resource to your and your staff to provide more in-depth information on the issues relevant to the Parkinson's community and to discuss my experience living with this disease.

I look forward to working with you to find better treatments and a cure for Parkinson's disease.

Sincerely,

Jane Doe

CC: Parkinson's Action Network