

Mr./Ms. Insert Name  
1234 Main Street  
Anytown, USA 12345  
Insert Phone Number

March 2020

Honorable [*Insert Member's Name*]  
[*Insert Office Building*]  
Washington, DC 20515

Dear Congressman or Senator [*insert name*]:

My name is [*insert name and age*] and I am a resident of [*insert building name*] in [*insert city and state of building*]. Thank you for taking the time to read my letter. I have been living in this building for the past [*insert number*] years. Prior to living in this building I [*insert a couple of sentences regarding previous employment and personal history*].

As someone who greatly benefits from Section [*insert section number*] affordable housing for the elderly, I am very worried about any potential cuts in the upcoming Department of Housing and Urban Development budget as it relates to rental subsidies and the service coordinator program.

During my time living in [*insert name of building*] I have benefited in countless ways from affordable housing and my service coordinator named [*insert name. After this sentence please refer to the service coordinator by name*]. *The rest of this paragraph should be dedicated to specific examples of how the resident benefited from affordable housing and the service coordinator. For example, what would their housing situation would be but for living in B'nai B'rith sponsored apartments and receiving the benefits of rental subsidies? In addition, what specific work does the service coordinator do for the resident? It would be valuable if they could draw a specific connection to the work the service coordinator performs by allowing them to "age in place" and not being required to move to a nursing facility. This paragraph is where the personal stories are shared.*

Thanks again for reading my letter. I hope you do whatever you can to protect rental subsidies and the service coordinator program for people who live in [*insert name of building*].

Sincerely,