

**PLEASE PUT ON YOUR ORGANIZATION'S LETTERHEAD**

The Honorable \_\_\_\_\_

U.S. Senate

Washington, DC 20510

Attn: (Copy the DC staff person who works on housing issues & any staff with whom you have a relationship)

Fax: (All letters should be faxed)

Dear Senator \_\_\_\_\_,

(If possible, thank him/her for something specific they have done recently.) I am writing on behalf of (Org.), to urge you to co-sponsor S. 2523, the National Affordable Housing Trust Fund Act of 2007. This legislation, introduced in the Senate on December 19, 2007 with bi-partisan support, will provide (city) with a dedicated source of funding to build, rehabilitate, and preserve housing for people with the lowest incomes.

It is important to personalize this letter and provide as much local information as possible. For example you might want to:

- Describe your organization and how it has ended homelessness for people in the community by moving them into permanent affordable housing.
- Describe why affordable housing is important to the families and individuals your organization, or other organizations in the community, assist.
- Tell the personal story of someone whose homelessness was prevented or ended because of their ability to obtain a permanent, affordable place to live.
- Demonstrate the need for more affordable housing in your community using local data.
- Use information provided in the National Low Income Housing Coalition's, *National Housing Trust Fund Toolkit* and *Congressional District Profiles* (<http://www.nlihc.org/template/page.cfm?id=132>) to make the case for why more housing for extremely low-income people is needed in your community.

The National Affordable Housing Trust Fund will address the country's housing affordability crisis and offer people with the greatest need an adequate place to live. Please become a co-sponsor of S. 2523 by contacting John Phillips with Senator Kerry's (MA) office at 202-224-3095.

INCLUDE A PERSONAL CLOSING AND THANK HIM/HER FOR THEIR CONSIDERATION OF THE REQUEST.

Sincerely,