



A Community of Volunteers Serving Veterans, Military, and their Families

Unit/Department Name
Street Address
City, State, Zip Code
Phone Number
Email Address

October 20, 2024

Representative Name
Representative Address
Representative City, State, Zip Code

Dear (*See proper salutation below),

The American Legion Auxiliary is one component of the nation's most prominent supporters of veterans, military, and their families — The American Legion Family. The American Legion Auxiliary **Unit/Department Name** members stand in support of The American Legion's Legislative Agenda, advocating for laws that enhance the quality of life for our veterans, military, and their families. Our **unit/department** aims to maintain a valued relationship with you during your term in office.

The American Legion has endorsed the **name of the resolution/bill**; therefore, the Auxiliary advocates for your support in honor of those who have fought and continue to fight for our nation's democracy.

In the spirit of *Service Not Self*,

American Legion Auxiliary Members Signatures

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***5 FAH-1 H-516 SALUTATION**

(CT:CH-41; 07-28-2015)

a. When preparing a Congressional letter for the Assistant Secretary for Legislative Affairs, the drafter must use one of the following salutations:

- (1) Dear Senator _____: (To a U.S. Senator (male or female));
- (2) Dear Mr. or Ms. _____: (To a Member of the House of Representatives);
- (3) Dear Mr. or Madam Chairman: (To a male or female Member as chairperson of a committee or subcommittee);
- (4) Dear Mr. or Madam Speaker: (To the Speaker of the House of Representatives); or
- (5) Dear Mr. or Madam President: (To the Vice President of the United States in his/her capacity as the President of the Senate).