

## LETTER WRITING STYLE GUIDE

Here's a guideline for customizing your Amateur Radio advocacy letters based on personal experiences and contributions to ham radio in the community:

### 1. Opening Paragraph

- Begin with your personal introduction:  
"As a licensed amateur radio operator (include your callsign) and [your specific role/experience], I urge you to support the Amateur Radio Emergency Preparedness Act of 2025 (bill S. 459 for Senate / H.R. 1094 for House)."
  
- Customize [your specific role/experience] based on your background, such as:
  - Certified search and rescue volunteer
  - Emergency communications coordinator for [specific event/organization]
  - Volunteer examiner for amateur radio licensing
  - ARES/RACES/SKYWARN member

### 2. Recent Events and Personal Experience

- Highlight recent events where amateur radio was crucial:  
"Recent events have underscored the critical role of amateur radio in emergency response. [Provide 1-2 specific examples, such as recent natural disasters]."
  
- Share a brief personal anecdote:  
"As a [your role], I have personally [describe a specific experience where you used amateur radio to assist your community]. This experience demonstrates how amateur radio [explain the impact, e.g., 'can be a lifeline in remote areas where cellular and internet services are unavailable']."

### 3. Key Provisions of the Act

- List the main points of the Act:
  - a. Prohibit homeowner associations from banning amateur radio antennas
  - b. Establish a clear approval process for antenna installation
  - c. Provide amateur radio operators with legal recourse in disputed cases
  
- Explain the importance:  
"These provisions are essential for ensuring that the over 770,000 FCC-licensed

amateur radio operators in the United States can maintain their ability to serve their communities during emergencies."

#### 4. Community Impact

- Describe how the Act will benefit your specific community:  
"In [your area], this legislation will enable amateur radio operators to [specific benefit, e.g., 'provide better support for our annual marathon' or 'improve our emergency response capabilities in our mountainous terrain']."

#### 5. Call to Action

- Request support:  
"I respectfully ask that you co-sponsor and vote in favor of [S. 459 / H.R. 1094]. Your support will help strengthen our nation's emergency preparedness and resilience."

#### 6. Closing

- Offer additional information:  
"If you have any questions or require additional information about amateur radio's role in [your specific area of expertise/experience], please don't hesitate to contact me."
- Express gratitude:  
"Thank you for your consideration of this important matter."

#### General Tips:

1. Keep the letter concise (1 page maximum).
2. Use respectful and professional language throughout.
3. Focus on how amateur radio benefits the community and enhances public safety.
4. Highlight your personal experiences and local impact to make the letter more compelling.
5. Proofread carefully for grammar and spelling errors.
6. Include your full name, callsign, relevant titles/certifications, and contact information.

Remember to adapt the content based on whether you're addressing a Senator (S. 459) or Representative (H.R. 1094), and tailor the examples and experiences to your specific involvement in amateur radio and community service. You should be sending a total of three letters of support: one letter will go to your Representative in the House of Representatives (based on your congressional district), and to both Pennsylvania Senators in the Senate.

Below is the list of currently serving U.S. Senators and U.S. Representatives for Pennsylvania, along with their mailing addresses and congressional districts, and some tips to keep in mind when communicating with your Senators and Representatives.

**WHEN ADDRESSING YOUR LETTER, EXCLUDE PARTY AFFILIATION, PHONE NUMBER AND WEBSITE FROM THE LETTERHEAD.**

For additional correspondence, you may also contact their district offices if needed. They will have staffers that can help with any questions you may have, and honestly, they do the majority of the work anyway. It is beneficial to develop a rapport with them as well.

**TIPS:**

1. Letters for Senators address S. 459; letters for Representatives address H.R. 1094.
2. Tailor your letters to the Representative that serves your area. If you are uncertain, go to <https://www.congress.gov/> and on the right side of the webpage is a search box titled "Contact Your Member" where you can enter your street address. Click the magnifying glass or press the "Enter" key on your keyboard to find the Representatives and Senators for your location.
3. Be sure to use the correct formal salutation: "The Honorable [Full Name]" and address them as "Senator [Last Name]" to a U.S. Senator, or "Mr. or Ms. [Last Name]" to a Member of the House of Representatives in the letter's body.

If you intend to write a Senator or Representative in their capacity as Chairman of a committee or subcommittee, you may do so as "Dear Mr. or Madam Chairman" (to a male or female Member).

Additional instruction and examples can be found at the State Department's website (link to [fam.state.gov](http://fam.state.gov)).

4. More information can be found at [congress.gov](http://congress.gov)

These are the officials to whom letters regarding the Amateur Radio Emergency Preparedness Act of 2025 (H.R. 1094 and S. 459) should be sent:

**U.S. Senators for Pennsylvania** (link to [senate.gov](https://www.senate.gov/))

The Honorable John Fetterman (D)  
United States Senate  
142 Russell Senate Office Building  
Washington, DC 20510  
Phone: (202) 224-4254  
www: <https://www.fetterman.senate.gov/>

The Honorable David McCormick (R)  
United States Senate  
B40C Dirksen Senate Office Building  
Washington DC 20510  
Phone: (202) 224-6324  
www: <https://mccormick.senate.gov/>

**U.S. Representatives for Pennsylvania** (link to [house.gov](https://www.house.gov/))

(Note: State College and Centre County are PA-15, represented by Glenn "GT" Thompson.)

The Honorable Brian Fitzpatrick (R, PA-1)  
House of Representatives  
271 Cannon House Office Building  
Washington, DC 20515  
Phone: (202) 225-4276  
www: <https://fitzpatrick.house.gov/>

The Honorable Dwight Evans (D, PA-3)  
House of Representatives  
1105 Longworth House Office Building  
Washington, DC 20515  
Phone: (202) 225-4001  
www: <https://evans.house.gov/>

The Honorable Brendan Boyle (D, PA-2)  
House of Representatives  
1502 Longworth House Office Building  
Washington, DC 20515  
Phone: (202) 225-6111  
www: <https://boyle.house.gov/>

The Honorable Madeleine Dean (D, PA-4)  
House of Representatives  
150 Cannon House Office Building  
Washington, DC 20515  
Phone: (202) 225-4731  
www: <https://dean.house.gov/>

The Honorable Mary Gay Scanlon (D, PA-5)  
House of Representatives  
1214 Longworth House Office Building  
Washington, DC 20515  
Phone: (202) 225-2011  
www: <https://scanlon.house.gov/>

The Honorable Scott Perry (R, PA-10)  
House of Representatives  
2160 Rayburn House Office Building  
Washington, DC 20515  
Phone: (202) 225-5836  
www: <https://perry.house.gov/>

The Honorable Chrissy Houlahan (D, PA-6)  
House of Representatives  
1727 Longworth House Office Building  
Washington, DC 20515  
Phone: (202) 225-4315  
www: <https://houlahan.house.gov>

The Honorable Lloyd Smucker (R, PA-11)  
House of Representatives  
302 Cannon House Office Building  
Washington, DC 20515  
Phone: (202) 225-2411  
www: <https://smucker.house.gov>

The Honorable Ryan Mackenzie (R, PA-7)  
House of Representatives  
121 Cannon House Office Building  
Washington, DC 20515  
Phone: (202) 225-6411  
www: <https://mackenzie.house.gov/>

The Honorable Summer Lee (D, PA-12)  
House of Representatives  
2437 Rayburn House Office Building  
Washington, DC 20515  
Phone: 202-225-2135  
www: <https://summerlee.house.gov>

The Honorable Rob Bresnahan (R, PA-8)  
House of Representatives  
1133 Longworth House Office Building  
Washington, DC 20515  
Phone: (202) 225-5546  
www: <https://bresnahan.house.gov/>

The Honorable John Joyce (R, PA-13)  
House of Representatives  
2102 Rayburn House Office Building  
Washington, DC 20515  
Phone: (202) 225-2431  
www: <https://johnjoyce.house.gov/>

The Honorable Dan Meuser (R, PA-9)  
House of Representatives  
350 Cannon House Office Building  
Washington, DC 20515  
Phone: (202) 225-6511  
www: <https://meuser.house.gov/>

The Honorable Guy Reschenthaler (R, PA-14)  
House of Representatives  
2209 Rayburn House Office Building  
Washington, DC 20515  
Phone: (202) 225-2065  
www: <https://reschenthaler.house.gov/>

The Honorable Glenn Thompson (R, PA-15)  
House of Representatives  
400 Cannon House Office Building  
Washington, DC 20515  
Phone: (202) 225-5121  
www: <https://thompson.house.gov/>

The Honorable Mike Kelly (R, PA-16)  
House of Representatives  
1707 Longworth House Office Building  
Washington, DC 20515  
Phone: (202) 225-5406  
www: <https://kelly.house.gov/>

The Honorable Chris Deluzio (D, PA-17)  
House of Representatives  
1222 Longworth House Office Building  
Washington, DC 20515  
Phone: (202) 225-2301  
www: <https://deluzio.house.gov/>