

EXAMPLES OF LETTERS AND PHONE SCRIPTS

EXAMPLE OF PHONE SCRIPT FOR CHINESE AMERICAN WWII VETERANS CONGRESSIONAL GOLD MEDAL ACT (S.1050 / H.R. 2358)

Tips on telephoning Congress:

The phone numbers of the offices of your [senators](#) and [representative](#) are available on their websites. You can also call the U.S. Capitol Switchboard at (202) 224-3121 and ask for your senators' and/or representative's office.

Remember that telephone calls are usually taken by a staff member, not the member of Congress. Ask to speak with the aide who handles the issue about which you wish to comment.

After identifying yourself, tell the aide you would like to leave a brief message, such as: "Please tell Senator/Representative (Name) that I support/oppose (S.___/H.R.___)."

You will also want to state reasons for your support or opposition to the bill. Ask for your senators' or representative's position on the bill. You may also request a written response to your telephone call.

EXAMPLE CONGRESSIONAL TELEPHONE CALL

This is how a call might go between a Constituent and a Washington, DC Senator's or Representative's office.

Hello, Senator (senator's last name) or Representative (representative's last name) office.

YOU: Hi, this is (Insert Name) and I live in (City). I'd like to speak to the legislative aide (LA) who works on Veterans' affairs related to the Congressional Gold Medal.

Hold on please while I check if that person is available. (pause) I'm sorry, our Veterans LA isn't available right now. Can I take a message? OR use same message if your called is placed through to the LA.

YOU: Yes, I'm a constituent of the Senator's (or Representative's) in (City) calling to ask the Senator to be a co-sponsor on S. 1050 (or H.R. 2358), the Chinese American World War II Veterans Congressional Gold Medal Act. I believe the Senator (or Representative) should support this bill because while fewer than 120,000 Chinese Americans were living in the United States during WWII, upwards of 20,000 served among the various branches in all four major theatres of the War. Also, only one Chinese American, Capt. Francis Wai, was awarded the Congressional Medal of Honor. Lastly, many Chinese Americans who served were unable to even become citizens until midway through the War, during to the 60 year period of the Chinese Exclusion Act. The Senator's (Representative's) co-sponsorship of S. 1050 (or H.R. 2358) would provide significant honor to these deserving patriots.

Thanks for your message. Can I get your full name, address, and telephone number?

YOU: (Your Full Name), 1234 First Street, Seattle, Washington, 12345. (555) 555-5555.

Thank you. I will pass along your message to the Senator.

YOU: Thank you.

EXAMPLES OF LETTERS (SENT VIA WEBSITE)

Tips on writing Congress:

A letter or email is the most popular choice of communication with a congressional office. Visit the [How to Contact Your Member of Congress](#) page to be connected to your Congressman's direct email link.

If you decide to write a letter or email, use this list of helpful suggestions to improve its effectiveness:

- Your purpose for writing should be stated in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, identify it accordingly, e.g., House bill: (H. R. ____), Senate bill: (S. ____).
- Be courteous, to the point, and include key information using examples to support your position.
- Address only one issue in each letter and, if possible, keep the letter to one page.

SAMPLE CONGRESSIONAL LETTER (VIA EMAIL)

This is an example of a letter to a Representative or Senator. In an email sent from your Congressman's website, you will fill out your contact information and submit the body of the letter in the message section.

FOR A SENATOR:

Date

The Honorable _____

Office Address

United States Senate

City, State, Zip

Dear Senator _____:

I am writing to ask you to cosponsor S.1050, a bipartisan Congressional Gold Medal Bill honoring Chinese American Veterans who served in World War II.

By 1941, more than 100,000 Chinese Americans had immigrated to the United States. Due to laws such as the Chinese Exclusion Act, which restricted Chinese immigration to the United States, many Chinese Americans faced discrimination and an inability to build thriving communities. Nevertheless, almost 20,000 of these brave men and women, from every state, served in the American armed forces in every World War II theater of battle and branch of service, earning citations for their heroism and honorable service. In the Army and Army Air Corps alone, 1,168 Chinese Americans served from our home states of Illinois, Mississippi, and Hawai'i.

As we look forward to the 75th anniversary of the repeal of the Exclusion Act next year, the United States remains indebted to the bravery, valor and dedication displayed by the Chinese-American Veterans of World War II. This legislation honors a group of World War II Veterans who, like many minorities, overcame discrimination to serve their country bravely and honorably.

I am respectfully counting on your help cosponsor S. 1050. For additional information, contact Erika Moritsugu in Senator Duckworth's office at Erika_Moritsugu@duckworth.senate.gov or Lindsay Linhares at Senator Cochran's office at Lindsay_Linhares@cochransenate.gov.

Sincerely,

Your Name

Your Title

Your Address

Your City, State, Zip

Your Phone Number

FOR A REPRESENTATIVE:

Date

The Honorable _____

Office Address

United States House of Representatives

City, State, Zip

Dear Representative _____:

I am writing to ask you to cosponsor H.R. 2358, a bipartisan Congressional Gold Medal Bill honoring Chinese American Veterans who served in World War II.

By 1941, more than 100,000 Chinese Americans had immigrated to the United States. Due to laws such as the Chinese Exclusion Act, which restricted Chinese immigration to the United States, many Chinese Americans faced discrimination and an inability to build thriving communities. Nevertheless, almost 20,000 of these brave men and women, from every state, served in the American armed forces in every World War II theater of battle and branch of service, earning citations for their heroism and honorable service. In the Army and Army Air Corps alone, 1,168 Chinese Americans served from our home states of Illinois, Mississippi, and Hawai`i.

As we look forward to the 75th anniversary of the repeal of the Exclusion Act next year, the United States remains indebted to the bravery, valor and dedication displayed by the Chinese-American Veterans of World War II. This legislation honors a group of World War II Veterans who, like many minorities, overcame discrimination to serve their country bravely and honorably.

I am respectfully counting on your help to cosponsor H.R. 2358. For additional information, contact Shelley Su at Representative Ed Royce's office at Shelley.Su@mail.house.gov.

Sincerely,

Your Name

Your Title

Your Address

Your City, State, Zip

Your Phone Number