The text below provides a general guideline for a letter of congratulations/introduction to your representatives following their election. This letter may be altered for state representatives, governors, local officials, and other officeholders. This letter may be emailed, printed, and mailed, or for maximum effect, consider writing it neatly by hand on nice stationery and mailing or hand-delivering it to your representative's office.

This letter should be brief and kept to one page if possible.

Text:
The Honorable <name of legislator>
Address

Dear <Enter official title and last name>:

As one of your constituents who is also a responsible dog owner (or As a member of the <insert club name>) located in your district, I would like to both congratulate you on your recent election <or re-election> and introduce myself (if you have already know the official – simply say I would like to congratulate …). I appreciate your willingness to represent and serve our <state, community>.

In recent years, there has been increasing public attention and legislative activity across the country at all levels of government relating to the care and treatment of dogs. As a responsible dog owner, I am very concerned about the conditions in which some dogs are kept want to ensure that those who mistreat animals are held accountable for their actions. At the same time, legislation to address such issues should not have a negative impact on people who <own, show, breed, raise, train> dogs in a responsible manner.

(Personalize here – tell about yourself as a dog owner, breeder, and fancier. How many years have you been involved with dogs? What breeds have you owned or shown? Do you compete in any other activities with your dog – Obedience, Rally, Agility…Have any of your dogs achieved a Championship? Won a prestigious award?)

Breeders – Provide some brief, basic steps you take when preparing to breed/whelp a litter – applicable health testing, evaluation of breeding stock, training, etc. How do you work with puppy purchasers to ensure they will be responsible owners? Do you encourage CGC or obedience training? Do you remain in contact with the new owners? If you have a large facility, consider inviting the lawmaker for a kennel tour so they can see first-hand a responsible, humane kennel in their community

As you encounter legislation relating to dogs or hear about concerns regarding dogs, I welcome the opportunity to serve as a resource to you and your staff and offer my (or our club’s) expertise on any dog-related issues.

Again, congratulations on your election and your willingness to represent us. I look forward to working with you to promote responsible dog ownership in our <state and/or community>.

Sincerely,
Your Name
Address
Telephone/email address