

Sample email/letter/fax:

Dear Senator [Name]:

The Federal budget crisis is of great concern, but reductions must be done in a way that ensures savings without recklessly damaging essential programs. I write to you because of my concern about funding for the National Historical Publications and Records Commission (NHPRC), a grants program of the National Archives and Records Administration.

The House of Representatives has proposed a 60% cut in FY 2011 funding for NHPRC—from \$10 million to \$4 million—as part of its overall effort to reduce federal spending. When other agencies with similar programs (and far greater funding!) are facing cuts of 10%-12%, it makes no sense to institute a 60% reduction in funding to this program, particularly when there is so little money to be gained in the process.

NHPRC makes significant contributions to the ability of historical programs in our state to ensure the preservation of and access to the national documentary heritage. The story of America is not told only in the National Archives, the Library of Congress, or the Smithsonian Institution. National events are played out in this country's states and communities, and we have no comprehensive or effective national record if we do not ensure that part of the story is preserved and made accessible. [give an example from the state or institution].

I ask you, as my voice in Washington, to urge the Senate Appropriations Committee and your fellow members of the Senate to ensure that NHPRC receives funds for 2011 of a minimum of \$8 million (from its authorization of \$10 million) so that it can effectively operate its critically important program. NHPRC provides essential funding to our state, and I strongly urge you to ensure that its funding, despite difficult times, remains at a viable level.