



Ministerial Cover Letters to Elected Officials

A ministerial cover letter is a sure way to add authority and clout to your cause. Seeing a clergy member's name attached to a project creates a sense of spiritual weight that other projects may lack.

A cover letter from a minister should include the following things:

- The name and size of your congregation or community
- The purpose and goal of your project
- Appeal to love and strength
- A call to action

A letter **should not** include the following things:

- Appeal to fear or guilt
- A lengthy explanation of the project
- In depth background information of the project
- A personal biography

Above all your letter should be:

- Short and to the point (Less than one page)
- Compelling and engaging
- Theologically grounded
- On church letterhead

An example letter might look like the following:

Dear Rep. Jones

For too long, our nation has been entangled in foolhardy and dangerous wars. These campaigns have taken away precious resources from important social services such as schools, hospitals, and police departments. By funneling money away from these crucial programs and sending away our brave young people to fight, we have mortgaged our future and sacrificed our children. We have sold our nation's promise to war.

As senior minister for the 500 member First Unitarian Church of Metropolis, I have ministered to members who have lost family members in the war. Our city streets have fallen victim to violence. And our congregation is hurting from a neighborhood that is dying due to lack of resources.

Last week, over 50 of our members came together to envision what a future of peace could look like. People of all ages, from toddlers to elders, made the included artwork to share with you. May they be an inspiration to you during the 111th Congress. May we all be able to make these images of peace a reality and regain the strength and promise of this nation.

The Unitarian Universalist Association's Washington Office for Advocacy has 14 legislative objectives for the 111th congress that would lead us towards a more just future, including comprehensive immigration reform, a responsible and timely end to the war in Iraq and environmentally just economic policy. They are attached and I encourage you to review them.

Sincerely,
The Reverend Jane Schmane
Senior Minister of First Unitarian Church of Metropolis