**SAMPLE CONGRESSIONAL LETTER ON FY2018 SPENDING**

Date

The Honorable Member of Congress  
Address

Washington, D.C. ZIP

Honorable Member of Congress:

President Trump’s Fiscal Year (FY) 2018 budget request includes eliminations of federal programs essential to the community and economic development efforts of the NAME OF RDO/community and economic development efforts in NAME OF REGION. We are writing to request that you oppose these proposed programmatic cuts and eliminations.

Our Board of Directors passed a resolution opposing cuts proposed in the president’s FY2018 budget request and we have created an impact report detailing the projects and programs that impact communities in our region. These initiatives have been made possible through the federal funding programs administered by the NAME OF RDO. Copies of the board’s resolution and the impact report are enclosed.

The president’s budget request represents a rollback of federal programs with a demonstrated track record of creating jobs, building infrastructure, growing small businesses, and serving populations in need. These funds serve as tool for leveraging investment to address local needs, boost the economy, and improve the quality of life for our citizens.

Federal programs proposed for elimination or severe cuts in FY2018 that would dramatically impact our region are: LIST FEDERAL PROGRAMS

Without RDO’s work assisted by federal funding, these impacts would not be possible:

BULLETT POINT LIST OF DOLLAR INVESTMENTS/NUMBERS DIRECTLY TIED TO FEDERAL DOLLARS (for example, jobs created or supported, public infrastructure investments, housing provided or rehabilitated, number of seniors assisted through aging programs, loans made through revolving loan fund or small business lending program, EDA/ARC grants administered)

BRIEF PARAGRAPH ABOUT RDO – counties served, designation as EDA Economic Development District or ARC/DRA Local Development District, operator of EDA Revolving Loan Fund, etc.

We request your assistance in preventing cuts to these important federal programs.

Sincerely,

RDO Executive Director