



**U.S. House of Representatives
Office of Congresswoman
Louise M. Slaughter
28th Congressional District of New York**

Guidelines for Requesting a Congressional Letter of Support

Should your agency or organization decide to apply for a **federal grant**, you may wish to consider requesting Congressional support for your application in the form of a “Congressional Letter of Support.”

To make your request, please follow the guidelines below

- Please submit your request for a Congressional Letter of Support in writing, on official letterhead to: Congresswoman Louise M. Slaughter, ATTN: Patty Larke, 3120 Federal Building, 100 State Street, Rochester, NY 14614.
- Be sure to include: (1) a brief abstract or summary of your proposal, including who would benefit from this grant and how they would benefit; (2) the exact name of the federal grant for which you are applying; (3) the amount of funding you are requesting in the grant application; (4) the application deadline; (5) to whom the letter should be addressed; and (6) to whom the letter should be mailed/faxed. **You MUST also submit a draft copy of a letter of support.**
- Written requests for a Congressional Letter of Support must be received no later than two weeks prior to the grant deadline.
- You will be promptly notified by phone call of approval or denial of your request for a Congressional Letter of Support for your federal grant application. Approved requests will receive a copy of the Congressional Letter of Support for your records.