TEMPLATE EMAIL TO BE SENT TO YOUR SENATOR OR REPRESENTATIVE REGARDING PAUSED FEDERAL FUNDING

Month day, 2025

Dear [Senator or Representative’s name],

On behalf of [organization name] and our local stakeholders in [counties] I am reaching out to ask for your support in ensuring that my organization is able to receive and implement a federal grant that we were previously awarded.

Despite the rescission of Office of Management and Budget (OMB) memo M-25-13, my organization continues to be impacted by federal funding that has been paused.

Specifically, my organization [had previously been awarded] a grant from the [federal agency name] that my organization has since been notified is now [paused or withdrawn.]

These are the details of the award that is impacted:

* Awarding Agency: [federal agency]
* Federal Grant Program Name: [include the full name of the federal grant program]
* Grant Proposal Title: [title of the grant proposal on your grant application]
* Original date of notification of award: [date of notification]
* Status of award prior to the release of OMB memo M-25-13 on January 27, 2025: [examples: announced, obligated; active; etc.]
* Current status of award: [examples: paused; withdrawn, stop work order received, etc.]
* Purpose of award: [brief description of project]

If my organization is unable to receive this grant funding, we will be impacted in the following ways: [describe consequences to your region, inability to complete important work, potential organizational impacts such as staff reductions, etc.]

I would greatly appreciate your support and intervention in ensuring that these grant funds can be released for use in our region. If your staff would like to connect to discuss the details, they can reach me at [phone number] or [email].

Thank you in advance for any support that you or your staff can provide.

Sincerely,

Your name

Your organization