If you do not already have a point of contact in your Member’s office to copy on this email, please contact us (govt@cof.org) and we will help you find the correct person to send this to.

[text] = customize for your circumstances

**To**: [Staff point of contact]

**Subject**: Charitable Giving Needs Your Voice on Tax Reform

Dear Senator/Representative [Last],

Congratulations on your [re]election to the 115th Congress. As a constituent and community leader in [Name of Community], I look forward to having you represent us in Washington.

When it comes to thinking about tax reform, we hope you will call upon [Name of Your Foundation] as a resource on provisions that impact philanthropy and charitable giving. The nonprofit sector is a critical part of the economic and social health of the [Name of Your Community]. In 2016, our foundation gave over $\_\_\_\_ m/billion to strengthen our community by supporting [*list program areas that you focus on, with emphasis on those that overlap with your Member’s priority issues*] programs.

Charitable giving contributes to the essential work carried out by nonprofit organizations throughout the country. We will be monitoring tax reform discussions closely so we can provide your office with information on how any changes could affect communities from [areas in your Member’s district or state]. On the back of this letter, please find examples in your district of grants made possible because of charitable giving.

Specifically, we would like to bring the issue(s) of [donor advised funds (DAFs); the private foundation excise tax; the charitable deduction; etc.] to your attention. [*Insert a sentence or two on why the issue(s) you chose to raise are important to the communities that lawmakers serve. You can check out the Council’s issue papers <www.cof.org/public-policy/issues> on these issues for language.*].

[Name of Your Foundation] strongly supports/opposes [establishing payout requirements for DAFs; simplification of the private foundation excise tax to a flat rate of one percent; preserving the full value of the charitable deduction].

With deficits on the rise and entitlement reform a certainty, charitable giving becomes all the more important to our communities. We stand ready and at your side to preserve charitable giving for the [Name of Your Community].

Sincerely,

[e-signature, if you have one]

[Signature block]

[***Recommended****: include an attachment with 1 or two brief examples*

*of how the issue impacts your foundation and ability to serve the community.*]