***Service Disrupted:* Congressional Advocacy Template**

**How To Use This Template**

This congressional advocacy template is designed for any concerned citizen who wants to support strong American global leadership by urging your congressional representatives to protect diplomacy, development, and the U.S. Foreign Service.

**Customization Tips**

* Personalize the opening paragraph with a brief statement about why diplomacy & development personally matter to you.
* Mention a specific way your state or district benefits from U.S. global engagement (e.g., agricultural exports, international education, or global health security).

**Template**

[Your Name]  
[Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

The Honorable [Representative/Senator Name]  
[Office Address]  
[City, State ZIP Code]

Dear [Representative/Senator] [Last Name],

As your constituent, I respectfully urge you to protect the International Affairs Budget and fully fund the Foreign Service in FY26.

Today’s complex global landscape demands robust American leadership. Diplomacy and development are among our most effective tools for protecting American citizens, advancing national security, supporting U.S. businesses abroad, responding to global health crises, and promoting democratic values. Yet job cuts, hiring freezes, deep funding cuts, and the dismantling of critical agencies—beginning under the Trump administration and reflected again in the FY26 presidential budget request—threaten to erode America's ability to lead and compete.

The International Affairs Budget represents just about 1% of federal spending, but its return on investment is extraordinary—fueling job creation, opening markets for American businesses, preventing conflicts, and strengthening alliances. Undermining our diplomatic workforce weakens America's security and economic prosperity at home.

I respectfully ask you to:

* Reject any proposed cuts to the International Affairs Budget;
* Support full funding for the Foreign Service and related development programs; and
* Affirm the importance of a strong, professional, and nonpartisan diplomatic corps.

By investing in diplomacy today, we prevent conflicts tomorrow and protect America’s leadership for generations to come. Thank you for your service and your attention to this vital issue.

Sincerely,

[Your Full Name]

[Your Address]

**Guidance on Sending Your Letter**

* Identify Your Members of Congress:Find your representative and senators by visiting [www.congress.gov/members](https://www.congress.gov/members) or your state’s government website.
* Use the office's online contact form, email address, or mailing address (listed on their official website) to submit your letter.For postal mail, be sure to use official office addresses (expect longer delivery times due to congressional security screening).
* Some congressional websites have online letter submission portals; you can copy and paste your letter there.
* Stay professional and respectful: Keep the tone factual, polite, and nonpartisan.
* Emphasize the impact on American jobs, security, and leadership — issues that resonate across party lines.
* Follow Up: After sending your letter, consider calling the office to reinforce your message.
* Encourage others—friends, colleagues, or members of civic groups—to send their own letters in support of fully funding diplomacy.