***Please submit your final signed letter, on organizational letterhead, to your member of Congress and Senators through their individual websites. Please also email a pdf of your signed letter to The Nonprofit Alliance’s VP of Government Affairs, Mark Micali,*** ***mmicali@tnpa.org******, so we can be aware of who has been contacted and by whom. This can be a valuable aid to subsequent lobbying by TNPA on behalf of all nonprofit mailers.***

April **xx**, 2021

*(You can find Congressional names and addresses here:*

[*https://www.commoncause.org/find-your-representative/*](https://www.commoncause.org/find-your-representative/)*)*

Dear Representative \_\_\_\_\_\_\_\_ OR Dear Senator \_\_\_\_\_\_\_\_\_\_,

**(Name of your organization)** located in **(city/town and state)**, which employs **(cite the number of employees)** is asking that you urge Postmaster General DeJoy and the Board of Governors of the Postal Service to ask the Postal Service NOT to raise postal rates again in 2021.

Our organization is facing the daunting challenge of a potential rate increase of 6.5% to 8.5% (depending on the class of mail). *And time is of the essence!* The Postal Service is expected to begin the rate-increase process very soon, if it hasn’t done so by the time you read this.

As someone who cares deeply about the nonprofit sector, you understand that these increases will hit nonprofits hard. Nonprofit and social organizations rely on the USPS to communicate with our constituents, donors, potential donors, and beneficiaries.

Once the Postal Service triggers the rate-setting process,the new rate structure will take effect in about 90 days (that is, as early as mid-July). Very simply, in the middle of the worst pandemic in over 100 years and with years of increases being capped by CPI, raising postal rates 6.5% to 8.5% is not only unfair, but will cripple nonprofits at a time when they are needed most by the many people they help!

In fact, **(cite the approximate added cost of the postal rate increase on your mailing budget).** This added cost will require us to **(cite how the increased postal cost will limit your mission. For example, a nonprofit addressing food insecurity will have to reduce "X number" of meals for those it helps.)**

Please join us in our effort to defend the nonprofit community against unreasonable postal rate increases by contacting Postmaster General DeJoy and the Board of Governors of the Postal Service and call on them to postpone any rate increases until 2022.

Sincerely,