

# State Representative Letter Template

## Texas House of Representatives

### Your Information

Field	Information
Name	[YOUR NAME]
Address	[YOUR STREET ADDRESS]
City, State ZIP	[CITY, STATE ZIP CODE]
Email	[YOUR EMAIL]
Phone	[YOUR PHONE]
Date	[DATE]

### Letter Format

[ YOUR NAME ]  
[ YOUR STREET ADDRESS ]  
[ CITY, STATE ZIP CODE ]  
[ YOUR EMAIL ]  
[ YOUR PHONE ]

[ DATE ]

The Honorable Pat Curry  
Texas House of Representatives, District 56

[ CHOOSE ONE ADDRESS: ]

Capitol Office:  
Room 1N.8  
P.O. Box 2910  
Austin, TX 78768

OR

Waco Office:  
204 Woodhew Drive  
Waco, TX 76712

RE: [SUBJECT LINE - e.g., "Request for State Oversight of  
Data Center Water Usage"]

## Letter Body Template

### Opening Paragraph

*State who you are and why you're writing*

I am writing as your constituent in [CITY/AREA] to request your assistance regarding [SPECIFIC ISSUE]. As a [CONSTITUENT IDENTIFIER], I am concerned about [STATE-LEVEL ISSUE] and believe state legislation or oversight is necessary to [DESIRED OUTCOME].

### Body Paragraph 1

*State the problem with state-level implications*

This issue affects not only our local community but communities across Texas. [EXPLAIN STATEWIDE RELEVANCE]. According to [STATE AGENCY OR STATEWIDE STUDY], [CITE DATA SHOWING THIS IS A TEXAS-WIDE CONCERN]. Our situation in [YOUR AREA] is an example of a larger trend that requires state-level action.

### Body Paragraph 2

*Explain why state action is needed*

While local officials are doing what they can, [EXPLAIN WHY STATE ACTION IS NECESSARY].

### Examples:

- "Current state law limits local authority to regulate industrial water use"
- "Texas utilities regulations need updating to address modern data center demands"

Texas needs [SPECIFIC STATE-LEVEL SOLUTION] to ensure that [DESIRED PROTECTION OR OUTCOME].

### Body Paragraph 3

*Provide specific examples or case studies*

Other states have addressed similar issues through **[EXAMPLES OF STATE LEGISLATION OR REGULATIONS]**. For example, **[STATE]** enacted **[SPECIFIC POLICY]** which resulted in **[POSITIVE OUTCOMES]**. Texas should consider **[COMPARABLE APPROACH]** to protect **[TEXAS RESOURCE OR INTEREST]**.

## **Closing Paragraph**

*Specific requests for your State Representative*

I respectfully request that you:

1. **[SPECIFIC ACTION #1]**  
*e.g., "Introduce legislation requiring environmental impact studies for industrial facilities over 100 acres"*
2. **[SPECIFIC ACTION #2]**  
*e.g., "Request a hearing by the House Committee on Natural Resources on data center water usage"*
3. **[SPECIFIC ACTION #3]**  
*e.g., "Work with TCEQ to develop updated regulations for industrial water users"*
4. **[SPECIFIC ACTION #4]**  
*e.g., "Meet with constituents in District 56 to discuss this issue"*

## **Final Sentence**

Thank you for representing District 56 and for your consideration of this important matter affecting Texas communities. I would welcome the opportunity to discuss this further and provide additional information. I can be reached at **[YOUR PHONE]** or **[YOUR EMAIL]**.

Respectfully,

[ YOUR SIGNATURE ]  
[ YOUR TYPED NAME ]

[ YOUR VOTER REGISTRATION NUMBER – Optional but shows you vote ]

# State Representative Focus Areas

## What Your State Rep Can Do

Action	Impact
<b>Introduce Legislation</b>	File House bills for committee consideration
<b>Committee Work</b>	Serve on committees (Natural Resources, Environmental Regulation, etc.)
<b>State Budget</b>	Vote on appropriations and funding priorities
<b>Agency Oversight</b>	Oversee TCEQ, TWDB, PUC, Railroad Commission
<b>Connect Resources</b>	Link you with appropriate state agencies
<b>Advocate</b>	Champion issues within the Legislature
<b>Provide Information</b>	Explain existing state laws and regulations

## Issues Appropriate for State Representatives

Category	Examples
<b>Water Rights</b>	Usage regulations, conservation requirements
<b>Environmental</b>	TCEQ regulations and enforcement
<b>Property Rights</b>	Eminent domain, land use protections
<b>Utilities</b>	Electricity, water, gas regulations
<b>Tax Policy</b>	State tax incentives and programs
<b>Economic Development</b>	State incentive programs
<b>State Agencies</b>	Oversight and accountability
<b>Infrastructure</b>	State funding for roads, water systems
<b>Public Health</b>	Safety standards and regulations

# Texas Legislative Session Schedule

## Session Types & Timing

Session Type	When	Duration	Purpose
<b>Regular Session</b>	Odd years (2025, 2027)	Jan-May (140 days)	All legislation
<b>Interim Period</b>	Even years (2024, 2026)	Year-round	Committee studies, hearings
<b>Special Session</b>	As called by Governor	30 days	Limited topics only

## Best Timing for Advocacy

Time Period	Action	Why
<b>Before Regular Session</b>	Contact about new legislation	Bills must be filed early
<b>Early Session</b>	Press for committee hearings	Bills move through committees first
<b>Interim Period</b>	Request agency oversight	Good time for studies and relationships
<b>Any Time</b>	Constituent services	Representatives help year-round

## Representative Pat Curry Contact Information

### District 56

Office	Contact Information
<b>Capitol Office</b>	Room 1N.8, P.O. Box 2910, Austin, TX 78768
<b>Capitol Phone</b>	(512) 463-0135
<b>Waco Office</b>	204 Woodhew Drive, Waco, TX 76712
<b>Waco Phone</b>	(254) 855-4900
<b>Email</b>	pat@patcurry.com

### Find Your State Representative

**Website:** <https://house.texas.gov/members/find-your-representative/>

# Sample Letter to State Representative

Sarah Martinez  
123 Oak Street  
Waco, TX 76710  
sarah.martinez@email.com  
(254) 555-9012

December 24, 2024

The Honorable Pat Curry  
Texas House of Representatives, District 56  
Capitol Office  
Room 1N.8  
P.O. Box 2910  
Austin, TX 78768

RE: Request for State Legislation on Industrial Water  
Impact Assessments

Dear Representative Curry:

I am writing as your constituent in Waco to request your assistance in addressing industrial water usage across Texas. As a homeowner and registered voter in District 56, I am concerned that current state law does not adequately protect community water resources from large-scale industrial developments, and believe state legislation is necessary to ensure proper environmental oversight.

This issue affects not only our local community but communities across Texas. According to the Houston Advanced Research Center, Texas data centers will consume 399 billion gallons of water annually by 2030 - representing 6.6% of the state's total water supply.

Our situation in Waco, where a proposed 520-acre data center would use 4.5 million gallons daily while residents face water restrictions, is an example of a larger trend that requires state-level action.

While local officials are doing what they can, current state law limits local authority to regulate industrial water use. The Texas Water Code does not require comprehensive water impact assessments for industrial facilities, leaving communities vulnerable to resource depletion. Texas needs mandatory environmental impact requirements for large industrial water users to ensure that communities can protect their essential resources.

Other states have addressed similar issues through state-level legislation. Virginia enacted HB 1989 requiring water impact assessments for data centers over 25 megawatts, resulting in better community planning and resource protection. Arizona requires groundwater impact studies for facilities using over 250,000 gallons daily. Texas should consider similar approaches to protect our water resources and give communities a voice in major development decisions.

I respectfully request that you:

1. Introduce legislation requiring water impact assessments for industrial facilities  
using over 1 million gallons daily
2. Request a hearing by the House Committee on Natural Resources on data center water  
usage in Texas
3. Work with TCEQ to develop updated regulations for large industrial water users
4. Consider meeting with District 56 constituents to discuss water resource protection

Thank you for representing District 56 and for your consideration of this important matter affecting Texas communities. I would welcome the opportunity to discuss this further and provide additional information. I can be reached at (254) 555-9012 or sarah.martinez@email.com.

Respectfully,

Sarah Martinez  
Sarah Martinez

Voter Registration #: TX-76710-12345

## Submission Tips

### Best Practices

Tip	Details
<b>Include Address</b>	Full address proves you're a constituent
<b>Voter Status</b>	Mention you're a registered voter
<b>Be Specific</b>	State exactly what legislative action you want
<b>Cite Examples</b>	Reference other states' approaches
<b>Session Timing</b>	Send during legislative session for maximum impact
<b>Follow Up</b>	Contact staff if no response in 2 weeks
<b>Office Hours</b>	Consider visiting during constituent office hours
<b>Offer to Testify</b>	If legislation is filed, offer to testify



## Email Version

### Format Adjustments:

- Same structure, but shorter (2-3 paragraphs)
- Clear subject line: "[District #] Constituent Requests [Action]"
- Include contact info in signature
- Attach supporting documents if relevant

## State Representative vs. State Senator

### Key Differences

Factor	State Representative	State Senator
Term Length	2 years	4 years
Number	150 members	31 members
Influence	Specialized knowledge	More institutional power
Bills	Often originate here	Review and amend House bills
Focus	More local/specific	Broader, statewide
Elections	More frequent	Less frequent

**Strategy:** Contact both on major issues, but emphasize statewide significance with senators.

## Maximize Your Impact

### Before Sending

- ☐ Confirmed you're in District 56 (or found your actual district)
- ☐ Researched representative's committee assignments
- ☐ Included specific legislative request
- ☐ Cited examples from other states
- ☐ Mentioned you're a voter

- ☐ Proofread carefully
- ☐ Timed for legislative session if possible

## After Sending

- ☐ Called office to confirm receipt
- ☐ Asked about representative's position on issue
- ☐ Offered to provide more information
- ☐ Tracked any bills filed on topic
- ☐ Thanked representative for supportive actions
- ☐ Coordinated with other constituents

## Additional Resources

Resource	Link/Contact
<b>Find Your Rep</b>	<a href="https://house.texas.gov/members">https://house.texas.gov/members</a>
<b>Track Bills</b>	<a href="https://capitol.texas.gov">https://capitol.texas.gov</a>
<b>Committee Info</b>	<a href="https://house.texas.gov/committees">https://house.texas.gov/committees</a>
<b>More Templates</b>	<a href="http://www.wacodatacenter.com/resources/">www.wacodatacenter.com/resources/</a>
<b>Get Assistance</b>	<a href="mailto:plcmercenary@tuta.io">plcmercenary@tuta.io</a>

*Template provided by Waco Data Center Community Action  
For more resources, visit [www.wacodatacenter.com](http://www.wacodatacenter.com)*