

# State Senator Letter Template

## Texas State Senate

### 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 Brian Birdwell  
Texas State Senate, District 22

[ CHOOSE ONE ADDRESS: ]

Capitol Office:  
Room 1E.3  
1100 Congress Ave.  
Austin, TX 78701

OR

Waco District Office:  
900 Austin Avenue, Suite 500  
Waco, TX 76701

RE: [SUBJECT LINE - e.g., "Urgent Request for State Water Policy Reform"]

## Letter Body Template

### Opening Paragraph

I am writing as your constituent in [CITY/AREA] of District 22 to seek your leadership on [SPECIFIC ISSUE]. As a [CONSTITUENT IDENTIFIER], I am concerned about [STATE-LEVEL ISSUE] and believe the Texas Senate must take action to [DESIRED OUTCOME].

### Body Paragraph 1

This issue has implications for all of Texas. [EXPLAIN STATEWIDE RELEVANCE AND URGENCY]. According to [STATE AGENCY, STUDY, OR EXPERT], [CITE DATA SHOWING TEXAS-WIDE IMPACT]. Without Senate action, [NEGATIVE CONSEQUENCE] will continue to affect communities across our state.

### Body Paragraph 2

The Texas Senate has unique authority to [EXPLAIN SENATE'S ROLE]. Your leadership as [COMMITTEE ASSIGNMENT IF KNOWN] is particularly important because [EXPLAIN RELEVANCE TO SENATOR'S POSITION].

### Examples of Senate Powers:

- Confirm appointees to state environmental agencies
- Originate major water policy legislation
- Conduct investigations of state agency actions

### Body Paragraph 3

[OTHER STATES/COUNTRIES] have successfully addressed this through [SPECIFIC POLICIES]. For example, [DETAILED EXAMPLE WITH OUTCOMES]. Texas has an opportunity to lead on this issue by [PROPOSED SOLUTION]. This approach would [BENEFITS - economic, environmental, public safety, etc.].

## Closing Paragraph

I respectfully request that you:

1. **[SPECIFIC ACTION #1]**  
*e.g., "Sponsor legislation establishing mandatory water impact assessments for industrial facilities"*
2. **[SPECIFIC ACTION #2]**  
*e.g., "Request the Senate Committee on Natural Resources to hold hearings on this issue"*
3. **[SPECIFIC ACTION #3]**  
*e.g., "Call for a GAO-style audit of TCEQ's industrial permitting process"*
4. **[SPECIFIC ACTION #4]**  
*e.g., "Oppose any legislation that would pre-empt local authority on land use decisions"*

## Note About Retirement *(if applicable)*

I understand you have announced you will not seek re-election. However, your remaining time in office provides a crucial opportunity to address this issue and leave a legacy of protecting Texas **[WATER/ENVIRONMENT/COMMUNITIES]**. I hope you will make this a priority in your final session.

## Final Sentence

Thank you for your years of service to District 22 and Texas. I am available to provide additional information, testify at hearings, or assist in any way. Please contact me at **[YOUR PHONE]** or **[YOUR EMAIL]**.

Respectfully,

[ YOUR SIGNATURE ]

[ YOUR TYPED NAME ]

[ YOUR VOTER REGISTRATION NUMBER – Optional ]

# Texas Senate Powers

## What Your State Senator Can Do

Power	Impact
<b>Confirm Appointments</b>	Governor's appointees to state boards/commissions
<b>Originate Major Bills</b>	Especially appropriations and major policy
<b>Conduct Investigations</b>	Hold hearings, subpoena witnesses
<b>Advice &amp; Consent</b>	Review executive actions
<b>Override Vetoes</b>	With House, 2/3 vote required
<b>Block Legislation</b>	Individual senators have significant power
<b>Influence Budget</b>	Major role in state spending priorities

## Senate Committees (Relevant to Environment/Development)

Committee	Jurisdiction
<b>Natural Resources &amp; Economic Development</b>	Water, environment, development
<b>Water, Agriculture &amp; Rural Affairs</b>	Water policy, rural issues
<b>Business &amp; Commerce</b>	Economic development, utilities
<b>Local Government</b>	Local authority, land use
<b>State Affairs</b>	Major statewide policy

## Issues for State Senators

### Appropriate Topics

Category	Examples
<b>Major Water Policy</b>	Statewide water planning, rights reform
<b>Environmental Regulation</b>	TCEQ oversight, new standards

<b>State Agency Accountability</b>	Investigations, performance audits
<b>Economic Development</b>	Large incentive programs
<b>Infrastructure Funding</b>	Major state projects, bond issues
<b>Property Rights</b>	Statewide protections
<b>Utility Regulation</b>	Rate setting, service standards
<b>Tax Policy</b>	Major tax legislation
<b>Appointments</b>	State board/commission members

## Senator Brian Birdwell (District 22)

### Contact Information

Office	Details
<b>Capitol Office</b>	Room 1E.3, 1100 Congress Ave., Austin, TX 78701
<b>Capitol Phone</b>	(512) 463-0122
<b>Waco Office</b>	900 Austin Avenue, Suite 500, Waco, TX 76701
<b>Waco Phone</b>	(254) 772-6225
<b>Waco Fax</b>	(254) 776-2843
<b>District Manager</b>	Robyn Morrison

**Important Note:** Senator Birdwell announced he will not seek re-election. Current term ends January 2027.

### Find Your State Senator

**Website:** <https://senate.texas.gov/members.php>

## Sample Letter to State Senator

Michael Chen  
 456 Valley View Drive  
 Waco, TX 76712  
[michael.chen@email.com](mailto:michael.chen@email.com)

(254) 555-3456

December 24, 2024

The Honorable Brian Birdwell  
Texas State Senate, District 22  
Capitol Office  
Room 1E.3  
1100 Congress Ave.  
Austin, TX 78701

RE: Request for Senate Leadership on Industrial Water Usage Standards

Dear Senator Birdwell:

I am writing as your constituent in Waco, District 22, to seek your leadership in establishing statewide standards for industrial water usage. As a small business owner and long-time resident, I am concerned that Texas lacks adequate protections for community water resources in the face of large-scale industrial development, and believe the Texas Senate must take action to address this growing crisis.

This issue has implications for all of Texas. According to the Houston Advanced Research Center, industrial water usage - particularly by data centers - will increase from 49 billion gallons (2025) to 399 billion gallons (2030), representing 6.6% of Texas' total water supply. Without Senate action, communities across Texas will face the same difficult choices we're facing in Waco: choosing between economic development and water security for families and farms.

The Texas Senate has unique authority to confirm TCEQ commissioners and oversee the agency's permitting process. Your leadership on the Senate Natural Resources Committee is particularly important because current TCEQ regulations do not require comprehensive water impact assessments for industrial facilities. The Senate can mandate these protections and hold TCEQ accountable for enforcement.

Other states have successfully addressed this through targeted legislation. Virginia's SB 1027 requires water impact assessments for data centers over 25 megawatts, giving communities meaningful input. Arizona mandates groundwater studies for facilities using over 250,000 gallons daily. Texas has an opportunity to lead on this issue by enacting similar protections. This approach would safeguard our water resources while maintaining our business-friendly climate through clear, predictable standards.

I respectfully request that you:

1. Sponsor legislation requiring water impact assessments for industrial facilities using over 1 million gallons daily
2. Request the Senate Committee on Natural Resources to hold hearings on industrial water usage in Texas
3. Call for a performance audit of TCEQ's industrial water permitting process
4. Oppose any legislation that would pre-empt local authority on water conservation measures

I understand you have announced you will not seek re-election. However, your remaining time in office provides a crucial opportunity to address this issue and leave a legacy

of protecting Texas water resources for future generations.  
I hope you will make this a  
priority in your final session.

Thank you for your years of service to District 22 and  
Texas. I am available to provide  
additional information, testify at committee hearings, or  
assist in any way. Please  
contact me at (254) 555-3456 or michael.chen@email.com.

Respectfully,

Michael Chen  
Michael Chen

Voter Registration #: TX-76712-67890

## Timing and Strategy

### When to Contact

Timing	Purpose	Effectiveness
Before Session	Build relationship, preview issues	High
During Session	Urge action on specific bills	Very High
Interim	Request committee hearings/ studies	Moderate
Before Appointee Votes	Express support/opposition	High



# Follow-Up Strategy

## After Sending Letter

- ☐ Ask for written response
- ☐ Request meeting with senator or staff
- ☐ Offer to testify at committee hearings
- ☐ Join constituent advisory groups if offered
- ☐ Track bills and votes on your issue
- ☐ Thank senator for supportive votes
- ☐ Provide updates on local impacts

# State Senator vs. State Representative

## Comparison

Factor	State Senator	State Representative
Term	4 years	2 years
Members	31 total	150 total
Influence Per Member	Higher	Lower
Powers	Confirm appointments, major bills	Originate bills, specialized
Focus	Statewide, big picture	Local, specific issues
Institutional Power	Stronger seniority system	More frequent turnover
Committee Role	Chairs wield significant power	More members per committee

**Strategy:** Contact BOTH on major issues. Emphasize statewide impact with senators, local specifics with representatives.

# Maximize Impact

## Before Sending

- ☐ Confirmed you're in District 22 (or found correct district)
- ☐ Researched senator's committee assignments
- ☐ Identified specific Senate powers needed (bills, hearings, confirmations)
- ☐ Cited comparable actions from other states
- ☐ Emphasized statewide significance
- ☐ Mentioned voter status
- ☐ Timed for legislative session if possible

## After Sending

- ☐ Called Capitol or district office to confirm receipt
- ☐ Asked staff about senator's position on issue
- ☐ Coordinated with other constituents (multiple letters matter)
- ☐ Offered to testify if hearings scheduled
- ☐ Monitored Senate bills on topic
- ☐ Thanked senator publicly for supportive actions

## Additional Resources

Resource	Link/Contact
<b>Find Your Senator</b>	<a href="https://senate.texas.gov/members.php">https://senate.texas.gov/members.php</a>
<b>Track Legislation</b>	<a href="https://capitol.texas.gov">https://capitol.texas.gov</a>
<b>Senate Committees</b>	<a href="https://senate.texas.gov/committees.php">https://senate.texas.gov/committees.php</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)*