Example Congressional Letter on the Topic of NASA PSD Budget Cuts:

The Honorable [Senator/Representative] ______________________
United States Senate/House of Representatives
Washington, DC 20510 (Senate) 20515 (House)

Dear Senator/Representative ____________________

I am writing you to express my concern about the President’s proposed Fiscal Year 201X budget for NASA which calls for cuts to the nation’s very successful and productive planetary science program. The Planetary Science Division in NASA falls in FY1X to $1.X billion from a current $1.X billion, a drop of over X%. These cuts will force NASA to halt consideration of new missions, retreat from international partnerships, and abandon American leadership of the robotic exploration of the solar system. I urge Congress to restore and maintain planetary science funding at FY 201X levels of consistent with the recommendations of the National Research Council of the National Academies planetary sciences decadal survey and direct NASA to plan for a program based on continuing funding at sustainable levels. Thank you for considering my views. Please do not hesitate to contact me if I can be of further assistance on this issue.

Sincerely,
[Your Name and Address]

More tips on writing letters from the AIP [1]