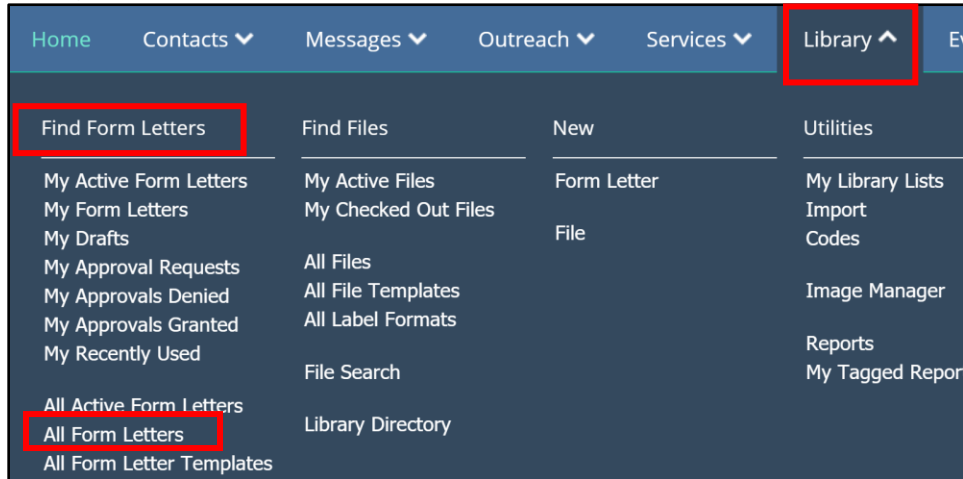


## Searching for a Form Letter

**Market:** Federal/State/Local, House, Senate

**Description:** This guide provides instruction on how to search for Form Letters in the Library module.

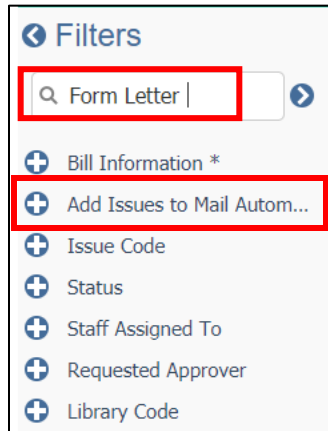
### 1. Navigate to **Library > Find Form Letters > All Form Letter.**



### 2. Choose the method to sort the search results.



3. Use the **filters** to narrow down your search for form letters. Two best practices are to: (1) type the title of a Form Letter or type “Form Letter” in the Filter Text or (2) to use the **Library Code**.



Filters

Form Letter

Bill Information \*

Add Issues to Mail Autom...

Issue Code

Status

Staff Assigned To

Requested Approver

Library Code