Writing to Your Elected Officials

**Hand written letters work.** Research from the Congressional Management Foundation confirms that handwritten, mailed letters are still the best way to communicate with your members of Congress.

- Know about your Senator or Representative. Research your legislators' voting records, committee assignments, professional experience, etc.
- Write your name and address at the end of your letter AND on the envelope, so your members of Congress know you are one of the people they represent.
- Salutations are: State Legislators: Dear Representative/Senator (Last Name) U.S. Representative: Dear Congresswoman/man (Last Name) U.S. Senator: Dear Senator (Last Name) Ask for specific action and limit your letter to one issue. **Keep your letter to one page.**
- Be courteous and to the point.
- Include key information and use examples to support your position. Local stories and personal messages are very persuasive! (For example: My church/community is already helping by [example], but I also expect my country to take the lead)
- If your letter pertains to a specific piece of legislation, identify it accordingly: House bill: H.R.____, Senate bill: S.____.
- Close with a thank you and request a response.

**Email**

Be SURE to put your home address in the subject line of the email, so you are quickly identified as a constituent. The same guidelines apply as with writing letters. It is always best to use your own words.