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.