

## **TIPS FOR WRITING, SENDING AN EMAIL OR CALLING A LEGISLATOR**

SAMPLE LETTER/EMAIL YOU CAN USE TO WRITE TO YOUR LEGISLATOR

(Month) (Day) (Year)

The Honorable (First name) (Last Name) (Room Number), (Address) (State), (Zip Code)

RE: (State the topic or include the bill number, author and subject if you are writing to support or oppose a particular legislative bill)

Dear (Senator/Representative) (Last Name):

My name is (your first and last name) and I am a (family member /service provider/advocate/community member) who resides in your district.

(State why you support or oppose the bill or other issue here. Choose up to three of the strongest points that support your position and state them clearly.)

(Include a personal story. Tell your legislator why the issue is important to you and how it affects you, your family member and your community.)

(Tell how you want her or him to vote on this issue or respond to this issue with the President and ask for a response. Be sure to include your name and address on both your letter and envelope or on your email.

Sincerely,

SIGN YOUR NAME

Include your Name, Street address,  
City, State, Zip code

## **PHONE CALLS TO A LEGISLATOR**

State your name and address and identify yourself as the legislator's constituent. You will often be speaking with a secretary or aide. Briefly make known your position as they keep track of the issues that people call about to report to the legislator. Have your thoughts organized in advance, which will help you to keep the call brief and to the point. It is also very helpful to share how the issue affects you personally. Thank them for their support. It is appropriate to leave your message on a voicemail. Provide all of the same information.