

HOW TO COMMUNICATE WITH LEGISLATORS

An effective way to communicate your concerns with your legislator is by writing a letter. Phone calls are the quickest method of communication, but unless your legislator is available to speak with you, your concerns will be relayed to him or her through a staff member. In this way, neither your message nor your personal touch reaches your legislator directly.

Writing a letter is simple and is, in fact, the most popular method of reaching a member of Congress. When drafting a letter, please bear in mind these few basic suggestions:

Be Direct: State the purpose of writing your legislator in the first paragraph of the letter.

Be Accurate: If your letter concerns a specific piece of legislation, identify it as such, e.g., House bill: H.R. (number), Senate bill: S. (number).

Be Concise: Keep the letter to one page, if possible.

Be Efficient: Faxing your letter, as opposed to mailing it, is highly recommended. Mail typically takes much longer to reach the legislator's desk.

Addressing your Letters:

You can direct postal correspondence to your Senator as follows:

The Honorable (Name)
United States Senate or State Senate
City, State, Zip

Dear Senator (Name)

You can direct postal correspondence to your Representative as follows:

The Honorable (Name)
United States House of Representatives or State House of Representatives

City, State, Zip

Dear Representative (Name)