

## **TIPS FOR WRITING, SENDING AN E-MAIL OR CALLING A LEGISLATOR**

### **Writing a letter to a legislator**

Use the proper salutation, for example:

The Honorable (first name) (last name)  
Address  
City, State, Zip code

Dear (Assembly Member / Senator) (last name)

Be courteous and informative in your communication.

State the purpose of the letter in the opening sentence and if you are referring to a bill, include the bill number, author and topic. If you live in the elected official's district be sure to say this in the opening paragraph as well.

Focus on the message and key points. Personalize the letter by including examples of how the legislation might impact you and your family. Keep the letter brief – not more than one page.

Restate your request at the end of the letter, for example urging them to support or oppose the bill. Thank the legislator for his or her support and offer to address any questions that he or she might have. Be sure to include your contact information, and sign the letter.

### **Sending e-mail communication to a legislator**

The same guidelines apply to e-mail as to written letters. Before sending an e-mail, you might want to call the legislator's office and ask if a letter sent by e-mail is effective. If you do send an e-mail, send it to the representative. Do not copy other representatives or send a mass e-mail. Make it a brief message with no special layouts or graphics. Do not include attachments. Include your full name and address so it is clear that you are a constituent, and ask for a response. You might also want to send a hard copy of your e-mail to the legislator.

### **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.