

## **Tips for Writing Letters to Legislators:**

- 1) Use the correct address and salutation. In the subject line of an E-mail message, put “Constituent Concern”.
- 2) Be brief and clear. Write about one issue per letter, and state how you want the elected official to vote on the issue in your first sentence. Keep letters to one page in length.
- 3) Be specific. If possible give an example of how the issue affects our community.
- 4) Be timely. Make sure your legislator will have sufficient time to consider your request.
- 5) Know your facts. Exaggerations, inaccurate or misleading information will hurt your credibility.
- 6) Be polite in your requests for support or opposition. Never express anger, make demands or threaten defeat at the next election.
- 7) Be constructive. Explain an alternative or better solution to the problem.
- 8) If writing about a specific bill, describe the bill by popular name and by House and Senate file number.
- 9) Know if the legislator is one of the bill’s authors and, if so, acknowledge it.
- 10) Send a note of appreciation when your elected official supports your issue.
- 11) Close with name, address, E-mail and phone number.