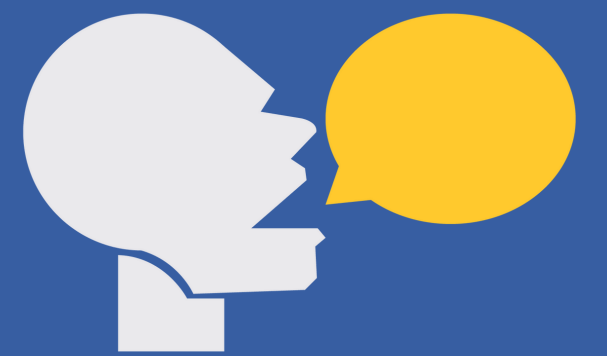


Tips for Writing a Letter to an Official



- **Keep it brief:**

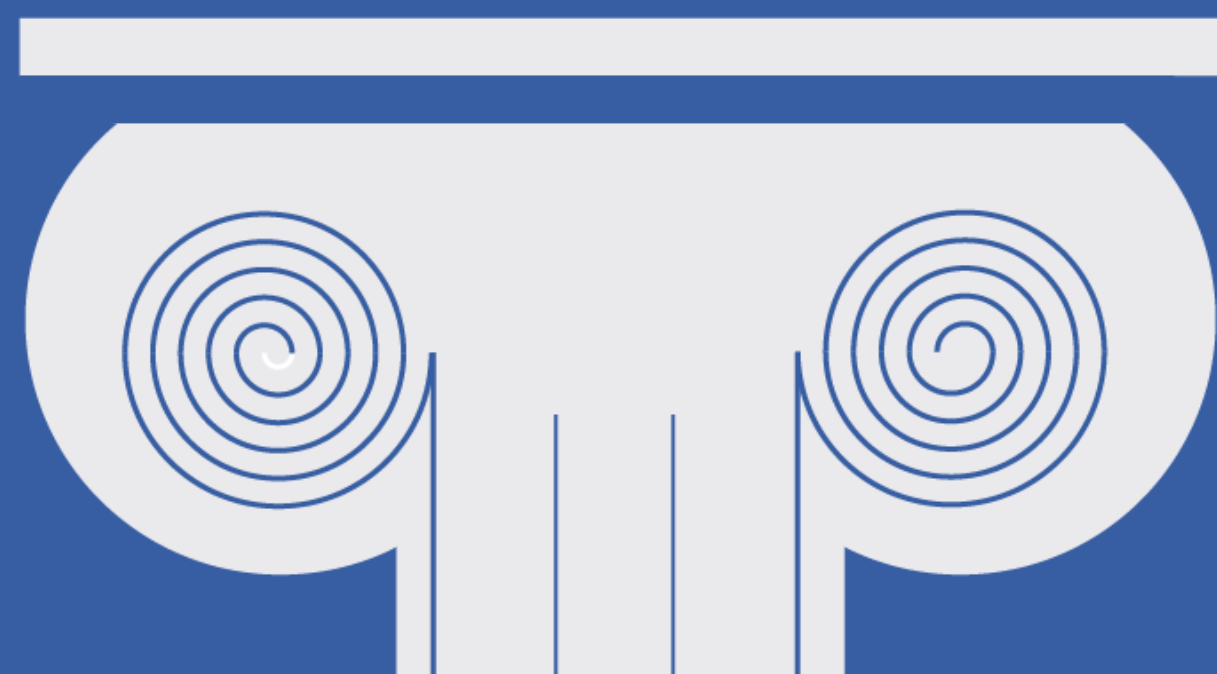
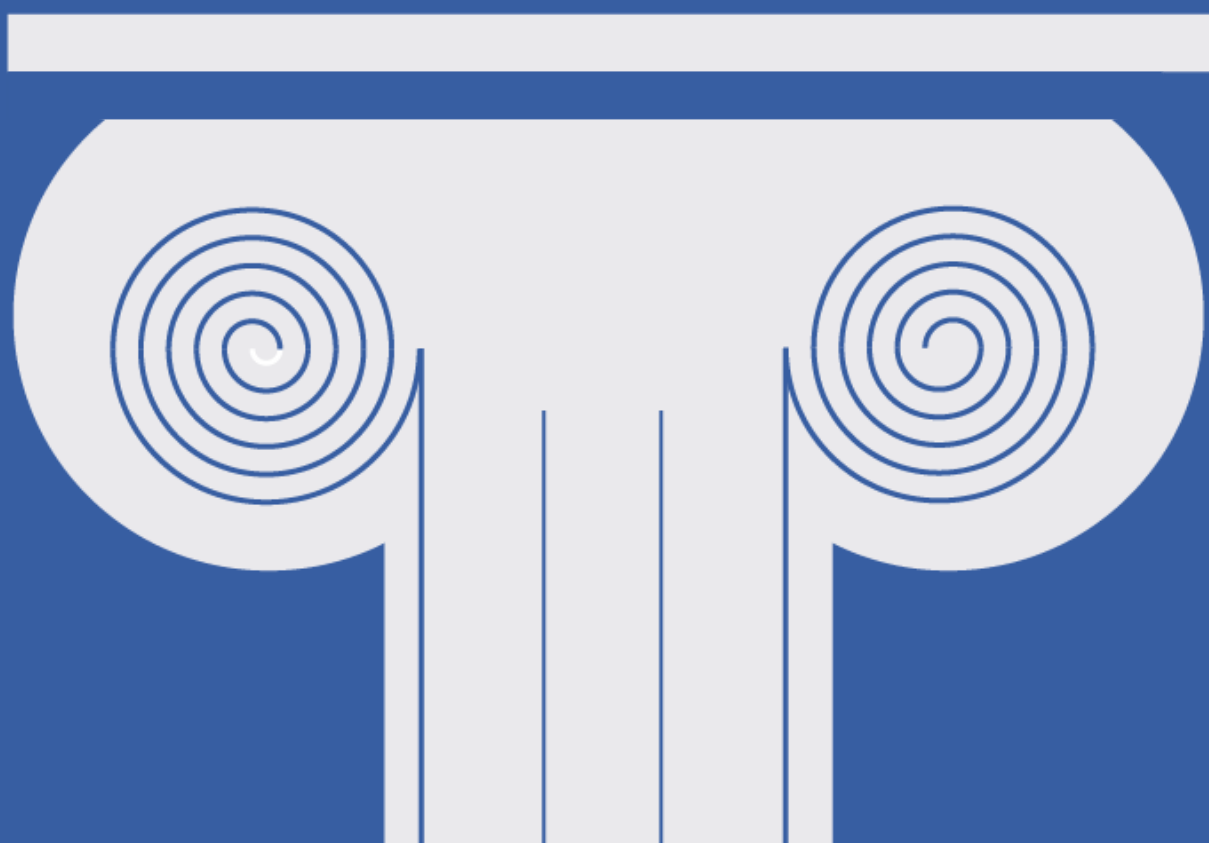
Letters should never be longer than one page, and should be limited to one issue. Legislative aides read many letters on many issues in a day, so your letter should be as concise as possible.

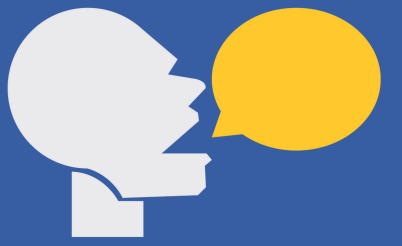
- **State Who You Are and What You Want Up Front:**

In the first paragraph, tell your legislators that you are a constituent and identify the issue about which you are writing. If your letter pertains to a specific piece of legislation, it helps to identify it by its bill number (e.g. H.R. ____ or S. ____).

- **Hit your three most important points:**

Choose the three strongest points that will be most effective in persuading legislators to support your position and flesh them out.





- **Personalize your letter:**

Tell your elected official why this legislation matters in his community or state. If you have one, include a personal story that shows how this issue affects you and your family.

- **Personalize your relationship:**

Have you ever voted for this elected official? Have you ever contributed time or money to their campaign? Are you familiar with them through any business or personal relationship?

- **You are the Expert:**

Remember that your legislator's job is to represent you. You should be courteous and to the point, but don't be afraid to take a firm position. Remember that often your elected official may know no more about a given issue than you do.

