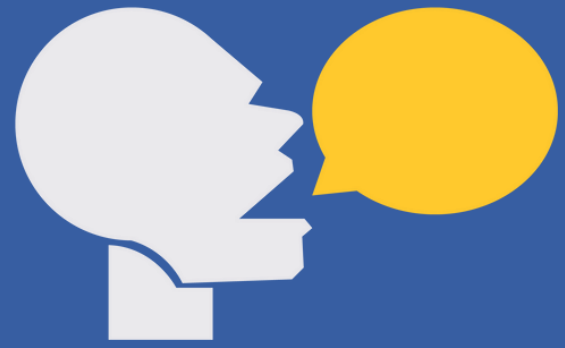


# Preparing to Write a Letter to an Elected Official



## 1. What do you want to share with your elected official?

You can contact elected officials to express your thanks or support for something they did, to ask them to support an issue or piece of legislation, or for their help solving an issue.

## 2. Which of your elected officials is this issue most relevant to?

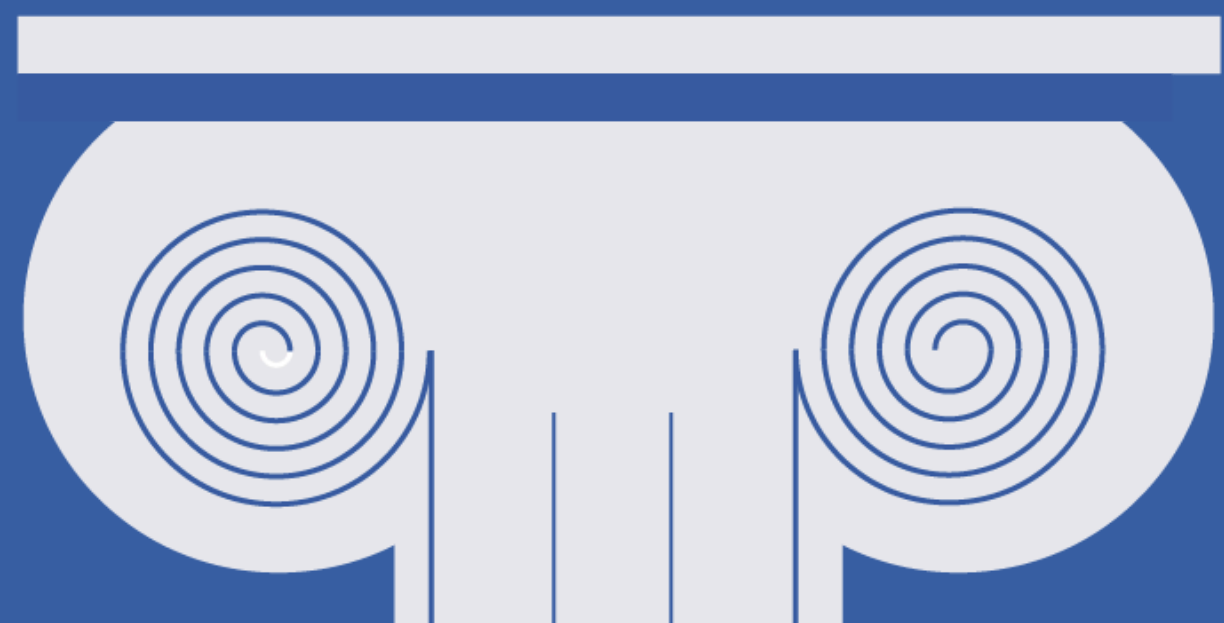
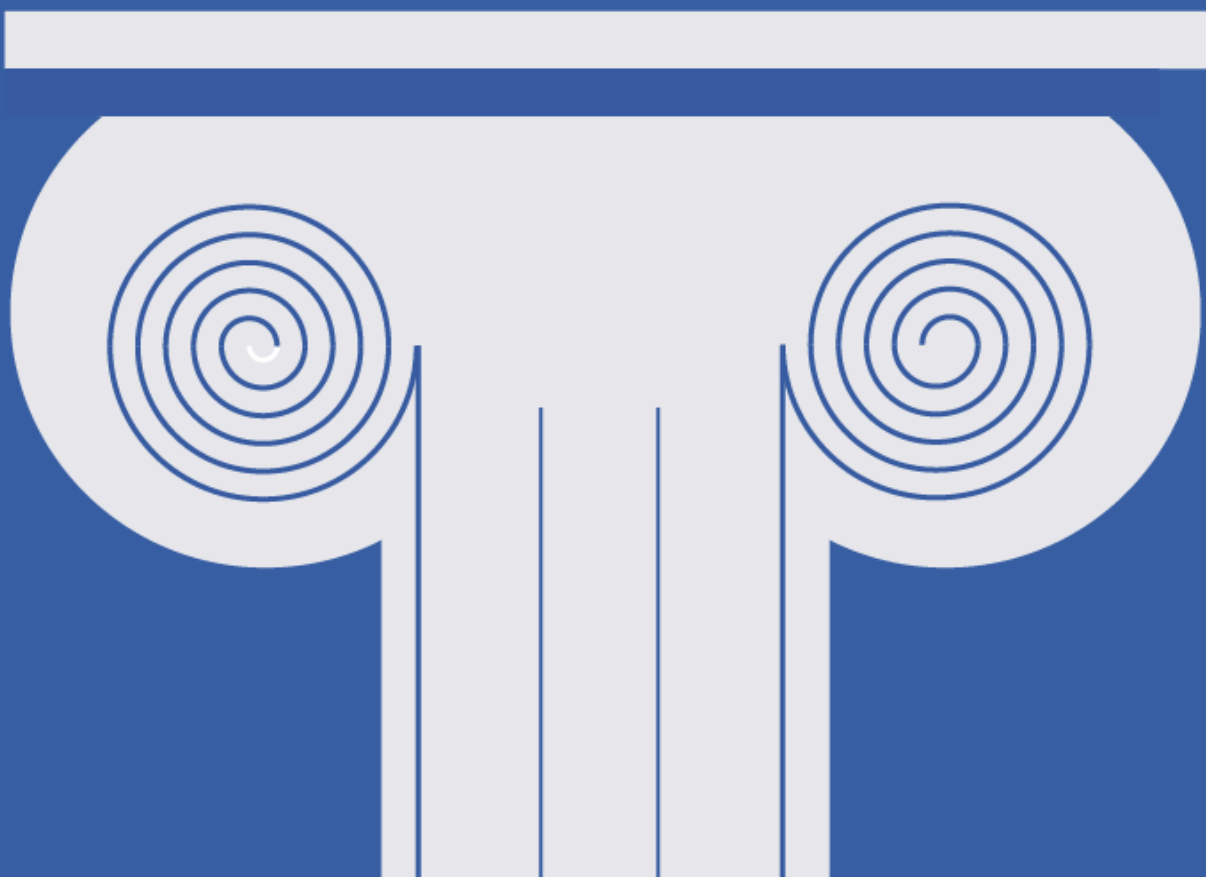
Consider: Who can help you or respond best based on their role? Is it a local, state, or national issue?

## 3. How are you going to contact their office?

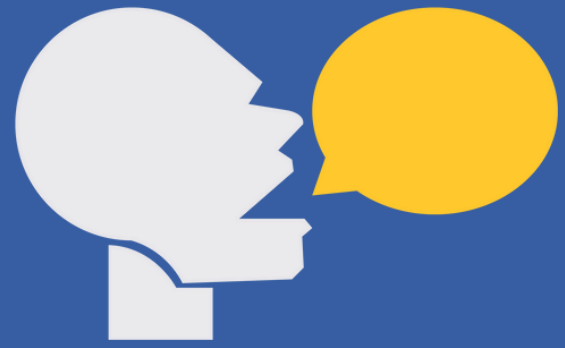
Will you send your letter in the mail, by fax, or in an email?

## 4. Use formal language, be concise, and have a goal.

Elected officials and their offices spend hours reading correspondence from constituents and responding. Make sure your message is respectful, impressionable, and to the point.



# Writing a Letter to an Elected Official



## 1. Address the Letter Properly

Include the date, your name, address, and contact information at the top of your letter. Address your official by their title/ position.

## 2. For writing to members of Congress:

The Honorable \_\_\_\_\_  
House of Representatives or  
United States Senate Office  
Address of Official's Office

## 3. Introduce Yourself

Identify yourself as a constituent. Mention if you support or have supported this official.

## 4. Identify the issue and offer solutions.

What is the issue and what can the official do? Include relevant legislation and facts.

## 5. Explain why your elected official should support your position.

Show how this issue or legislation affects the official's constituency. Include any anecdotes showing how the issue affects you, your family, or your community.

## 6. Keep your letter to one issue and one page.

