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Tips for Writing a Letter to an Official

Keep it brief:

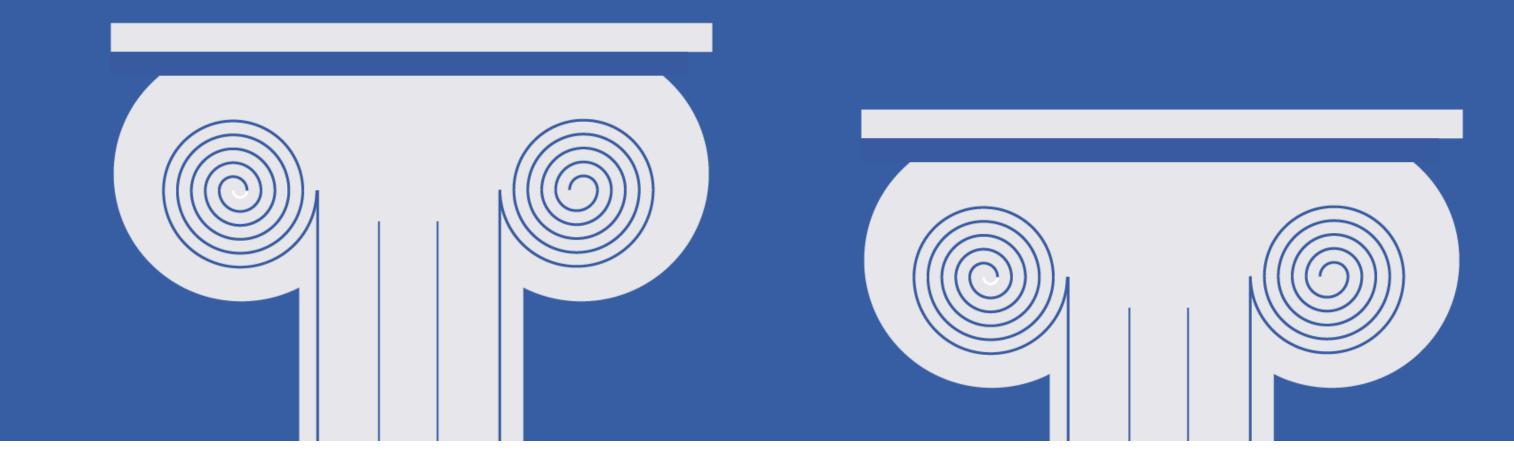
Letters should never be longer than one page, and should be limited to one issue. Legislative aides read many letters on many issues in a day, so your letter should be as concise as possible.

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 letters 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.











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• 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.

