How to write a letter to your legislators:

You want to make sure your letter is taken seriously amidst the thousands of letters legislators receive. Addressing your legislators properly and formally will give your letter a better first impression.

**Proper salutations for writing to a U.S. Senator:**

*(Address to)*

The Honorable Sen. (Full Name Here)

United States Senate

Washington DC 20510

*(Proper greeting line)*

Dear Senator (Last Name),

**Proper salutations for writing to a U.S. Representative:**

*(Address to)*

The Honorable Rep. (Full Name Here)

United States House of Representatives

Washington DC 20510

*(Proper greeting line)*

Dear Representative (Last Name),

(*See “How do I contact my legislator” to find the addresses of your state legislators*)

Once you have found the legislator that represents you and their proper contact information, you can begin writing your letter. The following is a standard format for writing a letter to congress. Keep your letter one page and to the point. Only address one issue.

1st paragraph: State who you are, where you’re from, any credentials, and the overall purpose of your letter.

2nd paragraph: Go more in depth about the topic you are writing about. If you are writing about a bill, state its correct number and title. State how this issue affects you and others. Include supporting information, such as facts and/or personal experiences, if possible.

3rd paragraph: State the action you want to be taken by your legislator. Do you want your legislator to vote for or against a bill? What response would you like for him/her to take after reading your letter? Perhaps you want your legislator to draft a bill concerning a certain issue.

*Tips:

Better to be more factual than emotional.
Be to the point.
Be professional and courteous.
Make sure you include your contact information so that your legislator can respond.