



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.

