



## How to Write Your State Representative

Some things to remember when writing your Representative:

- The best letters are handwritten, short (not more than one page), and courteous.
- Address and open your letter properly: The Honorable (Senator's name) or The Honorable (Representative's Name). Address (at the state capitol). Dear Senator (Name) or Dear Representative (Name).
- Identify yourself as a constituent (include your name and address).
- Clearly identify the topic/bill you are writing about (example: State Budget Cuts / "State Midwifery Act, HB 315").
- State what you want done ("I want you to vote in favor of All-Day Kindergarten / HB 315").
- Personalize your letter. Use your own words, and include a sentence or two about your personal experience with the issue, or a sentence or two about the local impact of the legislation in question.
- Be sure to sign your letter.
- Be sure to thank the legislator for their attention.
- A postcard is also quick and effective. Identify yourself and the bill, say what you want your legislator to do, and mail it!
- If you are a constituent, say so. According to the Electronic Frontier Foundation, legislators pay 10 times more attention to letters from constituents than from non-constituents.
- Always refer to legislation (including bills, amendments, and resolutions) by number and title. Also list the sponsor, and the topic and whether you feel it should be supported or opposed.
- State your opinion of the legislation. If you agree with the actions of the legislator, tell him/her so. If you disagree, politely ask that he/she change their stance on the issue.
- Avoid mentioning that you "are a taxpayer," or "I am a voter." Instead say, "I am a constituent," or "I am a supporter of the legislation of (the legislators name)."