

TIPS FOR WRITING TO YOUR REPRESENTATIVE

When writing to the Chairperson of a Committee or the Speaker of the House, address them as:

Dear Mr. Chairman

Dear Madam Chairwoman

Dear Mr. Speaker

Dear Madam Speaker

Note: The above addresses should be used in email messages, as well as those sent through the Postal Service.

ALWAYS

- Be courteous and respectful without "gushing."
- Clearly and simply state the purpose of your letter. If it's about a certain bill, identify it correctly. If you need help in finding the number of a bill, use the Thomas Legislative Information System.
- Say who you are. Anonymous letters go nowhere. Even in e-mail, include your correct name, address, phone number and e-mail address. If you don't include at least your name and address, you will not get a response.
- State any professional credentials or personal experience you may have, especially those pertaining to the subject of your letter.
- Keep your letter short -- one page is best.
- Use specific examples or evidence to support your position.
- State what it is you want done or recommend a course of action.
- Thank the member for taking the time to read your letter.

NEVER

- Use vulgarity, profanity, or threats. The first two are just plain rude and the third one can get you a visit from the Secret Service. Simply stated, don't let your passion get in the way of making your point.
- Fail to include your name and address, even in email letters.
- Demand a response.