

...for Writing Effective Letters to your Legislators

- Personalize by using your own words.
- Address letters to your own legislators or committee chairs/members.
- Keep your letter brief and clear.
- Identify bills by number and title.
- Make sure your letter is timely: Write when legislation is pending in committee.
- State reasons for your position: Tell how the issue affects you, your work, students, the community or the state.
- Use the proper form of address and salutation.

The Honorable John Doe
California State Senate
State Capitol, Room XXXX
Sacramento, CA 95814
Dear Senator Doe:

The Honorable Jane Doe
California State Assembly
State Capitol, Room XXXX
Sacramento, CA 95814
Dear Assemblymember Doe:

The Honorable John Doe
United States Senate
[insert address]
Washington, D.C. 20510
Dear Senator Doe:

The Honorable Jane Doe
U.S. House of Representatives
[insert address]
Washington, D.C. 20515
Dear Representative Doe: