...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:*