Writing Effective Letters to 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:*