

## Tips on writing to your elected officials:

- **Keep it brief:**
  - Letters should never be longer than one page and should be limited to one issue. Legislative aids read many letters on many issues in a day, so your letter should be as concise as possible.
- **State Who You Are and What You Want Up Front:**
  - In the first paragraph, tell your legislators that you are a constituent and identify the issue about which you are writing. If your letter pertains to a specific piece of legislation, it helps to identify it by its bill number (e.g., H.R. \_\_\_\_\_ or S.\_\_\_\_\_).
- **Hit your three most important points:**
  - Choose the three strongest points that will be most effective in persuading legislators to support your position and flesh them out.
- **Personalize your letter:**
  - Tell your elected official why this legislation matters in this community or state. If you have one, include a personal story that shows how this issue affects you and your family. A constituent's personal stories can be very persuasive as your legislator shapes his or her position.
- **Personalize your relationship:**
  - Have you ever voted for this elected official? Have you ever contributed time or money to his or her campaign? Are you familiar with him or her through any business or personal relationship? The closer your legislator feels to you, the more powerful your argument is likely to be.
- **You are the expert:**
  - Remember that your legislator's job is to represent you. You should be courteous and to the point, but don't be afraid to take a firm position. Remember that often your elected official may know no more about a given issue than you do.



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