

Tips on Writing to Legislators

- Write on your company stationary. It is important for lawmakers to see that your company is located in his or her district.
- While it is preferable to send your letter as an email or a .pdf attachment to an email due to security concerns, you may also wish to send a hard copy version as reinforcement. When doing so, you may either send it to your member's local office or to their Washington office at one of the following addresses:

When writing to members of the Senate:

The Honorable (name)
United States Senate
Washington, DC 20510

When writing to members of the House:

The Honorable (name)
U.S. House of Representatives
Washington, DC 20515

- Identify the bill or legislative issue. Give the bill number or the popular title.
- Identify yourself and mention the state, legislative district, and the city or county in which you are a voter.
- Be knowledgeable. If you feel strongly about a particular bill, the force of your feelings combined with thorough knowledge of the issue can make your communication more effective.
- Describe your concerns clearly. Legislators handle many issues - make sure you differentiate your topic of concern.
- Keep it short and to the point. Time is valuable and a concise letter will get better attention. A letter should not be longer than one page. Quality, not quantity, will get a legislator's attention.
- Communicate in your own words. Demonstrate how the legislation will impact your company and your employees.
- Present the best argument. End by asking for consideration of your position. Communication from a concerned constituent will always merit the attention of a legislator.
- Be polite. Never threaten or argue. After a vote is taken, it is valuable to write your lawmakers again, either thanking them for their votes or politely explaining both that you regret that they did not vote the way you had wanted and your thanks for their willingness to consider your views.