



Quick Tips for Contacting Your Legislator

- Address your legislator as either "Senator" or "Representative."
- Use personal or business letterhead which identifies yourself, your place of business and/or any civic affiliations you may have.
- Include your name, address and telephone number in the letter.
- While not necessary, a handwritten note is often the most effective.
- Attempt to keep your letter brief by limiting it to one page.
- Avoid jargon by explaining your opinion in your own words.
- Stay focused on only one issue per letter.
- Maintain a pleasant tone. Threats, sarcasm, and rudeness will accomplish nothing.
- Ask the legislator to reply and ask very directly whether he or she will support your position.
- Be sure that your legislator receives the letter before action is taken on the issue.
- Write now! The Spring season is a great time to write, as legislators are meeting regularly to discuss the proposed budget for the upcoming fiscal year.
- Be sure to thank your legislator.
- When focusing on a budget issue, carbon-copy the following legislators: