



Tips for Writing a Letter to Legislators

Format:

- **Correct address.** Use the correct name and address for your legislator.
- **Follow etiquette.** Every legislator is called “Honorable” on the envelope and inside address. In the salutation, address house members as “Dear Representative” (name) while senators are called “Senator” (name). Spell the name correctly.
- **Return address information.** For letters, be certain that your name and address are on the envelope and letter.
- **Write legibly or type.** Make sure to use correct grammar, spelling and punctuation.
- **Length of letter.** Don’t write a chain letter or form letter.
- **Reference bills by number.** Refer to all bills by name and number when possible.

Content:

- **Keep it brief.** Be as brief as possible, but don’t sacrifice clarity and completeness. Two pages is a maximum but one page is best. Use your own words and not form letters.
- **Keep it focused.** Limit the correspondence to one subject. Otherwise, you decrease the force of your argument.
- **Use facts:** Issues you write about may be emotion-laden, but beware of the nonfactual argument. It will make your legislator less willing to consider your point.
- **Keep it positive.** Your attitude is important. A polite, positive-sounding letter is more likely to impress than one that is negative, rude or threatening. Point out the benefits of your position.

Please turn over for contact information for legislators who represent HSD