



A Letter to Your Legislator

Date

The Honorable (full name)
Address

Dear _____,

(Note: When writing to the Chair of a Committee or the Speaker of the House, it is proper to address them as "Dear Mr. Chairman or Madam Chairwoman:" or "Dear Mr. Speaker:")

In the first paragraph state your purpose for writing the letter. If your letter applies to a specific piece of legislation, name it accordingly, e.g., House Bill: H.R.____, Senate bill: S.____ at the national level, and Assembly Bill: A____, Senate Bill: S____ at the state level. Explain whether you oppose or support the bill and why. Be factual as you explain your position and speak from your own experience and knowledge. If you are an expert or have a background in a field working with children, share that with the legislator. If possible, share a story about how the issue affects you and your family personally.

Throughout your letter, be courteous and to the point. Address only one issue in each letter. Your letter should be fairly short (one to two pages) and should be legible. There is no need for fancy language or jargon, and in fact, jargon may make your message unclear. Simple words can be just as effective.

Ask the legislator for a response. Let your legislator know that you would appreciate a reply containing his/her position on the issue.

Sincerely yours,

Your full name and home address

This is a sample letter to your legislator to use as an example in creating your own.