



Tips on Letter Writing

A letter to a legislator is important. A single letter might be the difference between the success or failure of a key piece of legislation.



Make sure that the full name, initial and title of the legislator are correct. “Minor” errors can be extremely significant.



Formality is the safest course in correspondence - unless you are on very good terms with the legislator.



Clearly identify the bill you support or oppose. Identify each bill by number and title.



Localize your letter. Express your views in terms of what the proposed bill means to your community, your school district, center or business.



Supply the legislator with factual information about your local program and community situation.



Be concise. Don't waste words.



State your case clearly and concisely. Give specific reasons why you believe a bill is necessary and why it warrants support - or why you oppose the passage of a bill.



If you are writing on behalf of an organization or in an official capacity, use printed letterhead. It gives your communication dignity and stature.



Always remember to sign your given name and surname.



Don't demand action or imply threats.



Be factual. Don't exaggerate.



Be polite.



Be careful of your spelling, handwriting and grammar.



Be understanding of the total picture.



Unless you specifically need information, it is often a good idea to indicate that you do not expect an answer or reply.



Legislators keep track of mail they receive.



Legislators are most responsive to registered voters *in their own district*. However, committee chairpersons appreciate knowing how different areas of the state feel.