



Helpful Tips When Contacting Your Representative:

Representatives receive hundreds of letters and emails a day. You want to write a clear and concise letter that includes the following qualities:

- Be sincere, professional, and polite
- Do not use derisive or derogatory language
- Place the subject of your letter or email in the 'Subject' line
- Describe who you are
 - Constituent, business owner, concerned citizen, etc.
- Describe your concern(s)
 - Be specific and do not cast blame
- Describe your expectations
 - What do you want them to do? Co-sponsor a bill, introduce legislation, etc.
 - How does he / she feel about a specific legislative topic
- Describe the desired outcome
- Tell them you will be following up with them
- Thank them for the time and their attention to your concern(s)
- Limit the length to one page or less