

Tips for Writing an Effective Letter to Your Elected Official

Consider whether you will handwrite or type up your letter. There are pros and cons to both: Handwriting a letter will make your message seem more personal, while using a collaboration tool like Google Docs allows others to comment on your letter draft and apply their own changes directly.

Decide what you will write about in your letter. Research recent issues or legislation related to a topic you're passionate about. Your letter could point to a local problem in your community or something that affects the entire country.

Remember that your letter can be supportive. If asking someone to not do something seems intimidating, start your letter-writing campaign with a note of support to an elected official, thanking them for helping to pass favorable legislation and encouraging them to do so again in the future.

Find the best recipient for your letter. Depending on the subject of your message, this might range from one of the U.S. Senators for your state, to the U.S. House representative for your district, to a member of the U.S. Cabinet or the Supreme Court. Use the next page to keep track of their contact information.

Look up sample letters. If you're not sure where to begin, try finding an example online. The American Library Association has one here: <https://bit.ly/3iYTg4y>.

Encourage friends and family to join your letter-writing campaign. The more messages an elected official receives, the more likely they are to take action on an issue, so if you're able, recruit others and ask them to write their own letters.

Sign your letter and send it off. Be sure to include your name, address, phone number, and email address so the recipient can get in touch with you.

Be proud of yourself. Remember, officials are elected to help strengthen and improve your community. They have a duty to hear your concerns and to let you know how they will address them. You've just done a great thing by bringing an issue to their attention!

Elected Official Address Book

U.S. President

Phone numbers:

Comments: 1-202-456-1111

Switchboard: 1-202-456-1414

Mailing Address:

The White House

1600 Pennsylvania Avenue NW

Washington, DC 20500

U.S. Supreme Court

Phone number: 1-202-479-3000

Mailing Address:

Supreme Court of the United States

1 First Street NE

Washington, DC 20543

U.S. Congress

Senator: _____

Phone number: _____

Address: _____

Senator: _____

Phone number: _____

Address: _____

Representative: _____

Phone number: _____

Address: _____

Governor

Governor: _____

Phone number: _____

Address: _____

State Legislators

State Assembly: _____

Phone number: _____

Address: _____

State Senator: _____

Phone number: _____

Address: _____

Board of Elections

Administrator: _____

Phone number: _____

Address: _____

Mayor

Mayor: _____

Phone number: _____

Address: _____

Council Member

Supervisor: _____

Phone number: _____

Address: _____