

HOW TO WRITE YOUR REPRESENTATIVES

What key elements should you include in your message?
Use this example to create your own letter to a legislator!

Don't forget the date!

Legislator's address

Sen. Robert Dole
U.S. Senate Office
Building
Washington D.C.
20510

Salutation

Dear Sir,

Introduce yourself

Hi! I'm a Girl Scout, From Baldwin City, Kansas. My name is Diane [REDACTED].

Why are you writing?

I was just wondering if you would answer a few of my questions. But first, I'm telling you about our visit to the State Capital in Topeka. We saw a Senate meeting. It was very, interesting. We toured as much as the capital as they'd let us. Oh we got to the governor's office! It was pretty neat. Well back to some questions. Do you like your job? Do you accomplish much?

What questions do you have?

Well, sure was nice talking to you! (writing)

Ask for a response

P.S. I would appreciate it if you would write back to me.

Signature and return address

Diane [REDACTED]
Baldwin City, Ks.
66006

HOW TO WRITE YOUR REPRESENTATIVES

Elected officials care what their mail says!

Learn how to write an effective message with these helpful tips.

KEEP IT **BRIEF**

GET TO THE **POINT**

USE **FACTS**

RELATE IT TO **HOME**

PROVIDE **BACKGROUND**

MAKE SPECIFIC **RECOMMENDATIONS**

KEEP IT **POSITIVE**

CLOSE WITH A **FRIENDLY APPEAL**

INCLUDE **CONTACT INFORMATION**

Information courtesy Kansas National Education Association
Retrieved Oct. 2, 2018 from www.knea.org