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

Introduce yourself

Why are you writing?

What questions do you have?

Ask for a response

Signature and return address

Example letter written March 1975
Robert and Elizabeth Dole Archive and Special Collections

Dear Sir,

Hi! I’m a Girl Scout from Baldwin City, Kansas. My name is [Redacted].

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 Capitol 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? It was nice talking to you!

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

[Redacted]

Baldwin City, KS 66006
HOW TO WRITE TO YOUR REPRESENTATIVES

- KEEP IT BRIEF
- GET TO THE POINT
- USE FACTS
- RELATE IT TO HOME
- KEEP IT POSITIVE
- PROVIDE BACKGROUND
- MAKE SPECIFIC RECOMMENDATIONS
- CLOSE WITH A FRIENDLY APPEAL
- INCLUDE CONTACT INFORMATION

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

HOW TO ADDRESS AN ENVELOPE

Your name
Your address
Your city, state, zip code

Recipient name
Their address
Their city, state, zip code

Don’t forget your stamp always goes on the top right!

Example envelope written in February 1972
Robert and Elizabeth Dole Archive and Special Collections