

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 Diana [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 Capitol 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

Diana [redacted]
Baldwin City, Ks.
66006

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

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**

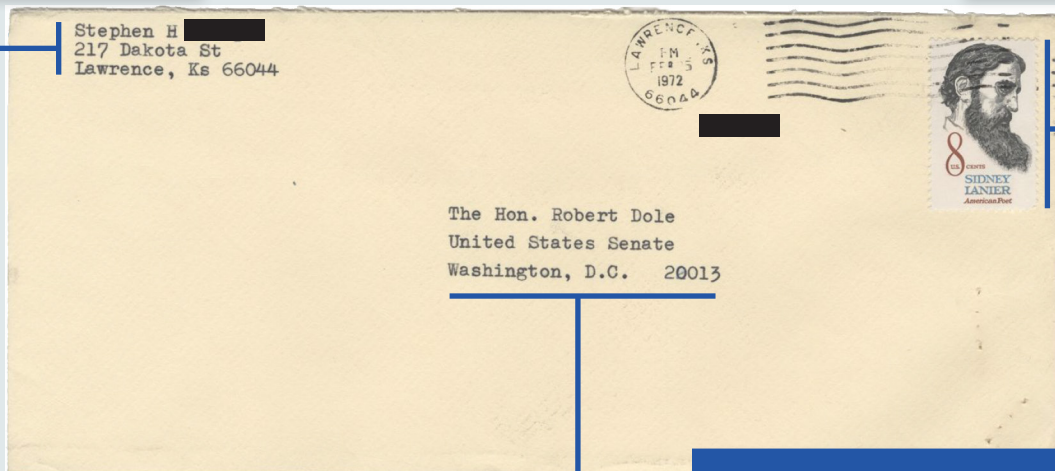
INCLUDE **CONTACT INFORMATION**

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

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



Recipient name
Their address
Their city, state, zip code