HOW TO WRITE TO YOUR REPRESENTATIVES

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

Legislator’s Address
Place the mailing address of the legislator you’re writing to here.

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

Introduction
Give a brief introduction of yourself and why you are writing to them.

Real World Application
Relate the issue to the real world. Think of an aspect of your daily life that is impacted by this issue, as is here with the discussion of inflation.

Body
Talk about your selected issue here. Be sure to elaborate on what your stance on this position is in a clear and concise way. Note here how the writer relates his view on the issue back to a speech by President Gerald Ford.

Personal Impact
Discuss what the impact of learning more about this subject or government in general would be in your everyday life. Be sure to ask any questions and for a response to your letter here.

Return Address
You should place the address you’re sending from in hopes you receive a reply to your letter.

Date
Make sure to date your letter here as well.

Signature
Be sure to sign your letter before mailing it.

Example:

Senaror Bob Dole
2327 Senate Office Building
Washington D.C. 20510

Dear Senator Dole:

My name is David [redacted], I am a freshman at Osvaloa High School and am a Star Scout in Boy Scout Troop 85 of Osvaloa, Kansas. I am writing you as a requirement to earn the “Citizenship in the Nation” Merit Badge.

On February 11, our high school was allowed to go see the President in Topeka. The five thousand people at the capitol gave him a very warm welcome. In his short speech on the capitol steps, one thing the President said really caught my attention. He said that the people of this country must work together in order to make our country what we want it to be. Later I started thinking that he was right, and I also realized that this country, because of the economy, is falling apart. We need more unity in our country; and this, in turn, would help our country’s economy. I think, as I’m sure most everyone does, that we all must cut down on unnecessary spending, including some of the governmental agencies.

I work in our local drugstore and am aware of rising prices. I don’t have any bright ideas on how to run the country, or to solve the economy problem, but I am very aware of the problems at hand and know something must be done soon.

Lately I have become more and more interested in government and how it works. On March 19 of this year, I am going to Topeka to be a page for the Senate, and am looking forward to it very much. Later on in life my ambitions are to either go into politics or become a pharmacist.

Sincerely,

David [redacted]

Box 221
Osvaloa, Kansas 66066

March 4, 1975

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

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