

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.

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

Introduction

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

Dear Senator Dole:

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

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.

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 this 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.

Signature

Be sure to sign your letter before mailing it.

Sincerely,

David [REDACTED]
David [REDACTED]

Return Address

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

Box 221
Oskaloosa, Kansas 66066
March 4, 1975

Date

Make sure to date your letter here as well.

MAR 8 1975

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.



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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**

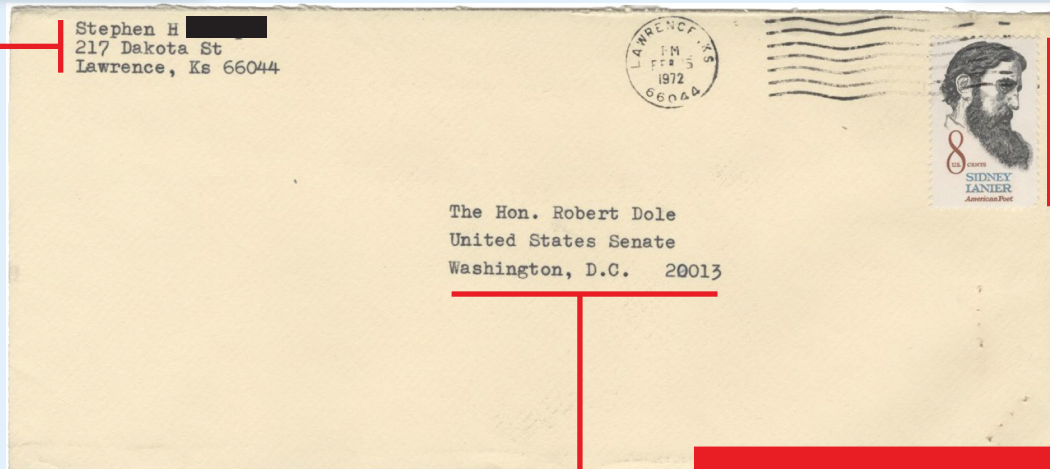
INCLUDE **CONTACT INFORMATION**

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

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



Recipient name
Their address
Their city, state, zip code