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.

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.

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

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.

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.

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.

Signature
Be sure to sign your letter before mailing it.

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
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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