

# How to Write Your State Representative

## Letters

*Some things to remember when writing your Representative:*

The best letters are handwritten, short (not more than one page), and courteous.

Address and open your letter properly:

The Honorable (Senator's name) or The Honorable  
(Representative's Name). Address (at the state capitol).

Dear Senator (Name) or  
Dear Representative (Name).

If you are a constituent, say so. According to the Electronic Frontier Foundation, legislators pay 10 times more attention to letters from constituents than from non-constituents. (include your name and address). Avoid mentioning that you "are a taxpayer", or say "I am a voter." Instead say, "I am a constituent," or "I am a supporter of the legislation of (*the legislators name*)."

Clearly identify the topic and bill you are writing about (example: State Budget HB 1234). Always refer to legislation (including bills, amendments, and resolutions) by number and title. Also list the sponsor, and the topic and whether you feel it should be supported or opposed.

State what you want done ("I want you to vote in favor of "Name of Bill").

Personalize your letter. Use your own words, and include a sentence or two about your personal experience with the issue, or a sentence or two about the local impact of the legislation in question.

State your opinion of the legislation. If you agree with the actions of the legislator, tell him/her so. If you disagree, politely ask that he/she change their stance on the issue.

Be sure to thank the legislator for their attention.

Be sure to sign your letter.

## Postcards

A postcard is also quick and effective. Identify yourself and the bill, say what you want your legislator to do, and mail it!

*Sample letter on next page*

Your name  
Address  
City, State, Zip  
Phone  
E-mail

Date

The Honorable [Senator or Representative]  
[Address at state capital]

Dear Senator [name] or Representative [name]:

I am writing as a concerned constituent regarding the [bill or legislative info]. Passage of such will ... of life for my family and myself. [Optional: a little explanation of how it affects your life] I have researched the [legislation/bill] and gathered information on the details. These are (not) what I want for my family and myself. If this proposed budget/bill does (not) pass, not only will I be unable to have..., but all the citizens of Arizona will be denied ...

I am asking you to approve (oppose) and vote yes (no) on this [legislation/bill] that will ... the quality of life for constituents in our district.

Thank you for taking the time to read of my concerns regarding ....

Sincerely,

[type/sign your name]