

If you are going to write to your area legislator, here are a few tips:

Step 1

Use proper forms of address, including the legislator's title.

Step 2

Identify yourself as one of their constituents and mention the district in which you are a voter.

Step 3

Be brief and clearly spell out the issue.

Step 4

Describe how this issue personally affects you.

Step 5

Clearly ask them to take a specific action (pass or oppose a bill, sign on as a bill's co-sponsor, etc.).

Step 6

Thank them for their attention to this matter, and if they take the action you request, be sure to send them a thank you note for their support.