

Writing to Legislators

To be effective, written communications should be personal. Emails should be personalized; letters should be individually written or typed rather than reproduced and signed.

- In the salutation of your communication, refer to the individual as Governor, Senator, Representative, etc.
- Identify yourself with your name and the fact that you are a retiree from the schools.
- If you are writing to a legislator where you worked, mention where you worked and how long you were in the district.
- If you are writing to a legislator where you live, explain that you live in the district.
- If you are writing to a legislator about an important issue but do not have a connection to the district, explain that you are a member of an organization that is interested in the legislation.
- If you are writing about a bill, identify it by number and title in your communication. State your position in your introductory comments. Be factual and support your position with information about how the legislation could affect citizens.
- If you are addressing an issue, explain the issue, why it is important to you, how it could affect you and other citizens, and what you would like the legislator to do about it.
- Remember to THANK the lawmaker for considering your view and tell the legislator you would be happy to talk with him/her.
- Be concise and straight forward. Limit each communication to a single subject or piece of legislation.
- Proofread carefully!
- Be sure to include your full contact information, including phone number and/or e mail in case the legislator wants to contact you.

If you are snail mailing your comments, be sure the outside envelope address starts with **The Honorable** _____.



This information was adapted from Lobby Day Team Training developed by the New Jersey Retired Education Association.