

WRITING A MEMBER OF CONGRESS

The letter is the most popular choice of communication with a congressional office. If you decide to write a letter, consider this a list of helpful suggestions that will improve the effectiveness of the letter:

ADDRESSING CORRESPONDENCE:

To a Senator:

The Honorable (Name)
United States Senate
Washington, DC 20510

Dear Senator_____

To a Representative:

The Honorable (Name)
United States House of Representatives
Washington, DC 20515

Dear Congressman or Congresswomen_____

NOTE: When writing to a Chair of a Committee or the Speaker of the House, it is proper to address them as:

Dear Mr. Chairman or Madam Chairwoman or Dear Mr. Speaker

Your purpose in writing should be stated in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, identify it accordingly.

House Bill: H.R._____

Senate Bill: S_____

Be courteous, to the point, and include key information using examples to support your position. Address only one issue in each letter; and, if possible, keep the letter to one page.

REMEMBER: Address the members of Congress properly, identify the bill, be polite and be specific. Also, limit your correspondence to one topic; and, if possible, keep the letter to one page.