

■ Writing Your Member of Congress

- ☐ You may write to your legislator's district office or write to them in Washington. You may also communicate through e-mail.

Washington Addresses for Members of Congress

The Honorable (name)
U.S. Senate
Washington, DC 20510

The Honorable (name)
House of
Representatives
Washington, DC 20515

*Addresses for District Offices are listed in the telephone directory
or on the internet at www.senate.gov and www.house.gov*

- ☐ Write or type your letter personally
Legible, handwritten letters are best. Mass-produced postcards are less effective.
 - ☐ Include your name, address and phone number in the body of the letter
You want to make sure that your legislator will know that you are a constituent and will respond.
 - ☐ Be brief, but thoughtful and personal
Share your knowledge and experience. Describe how the issue/legislation affects you or people you know, especially if they live in the same district or state.
 - ☐ Be specific and confine the letter to one topic
Cite the bill number or title and your position. Ask for a specific action by the legislator (e.g. voting or cosponsoring the bill.)
 - ☐ Mention any groups or communities of which you are a part
There is power in numbers.
 - ☐ Be courteous and express appreciation for something positive that the legislator has done in the past
 - ☐ Try to keep your letter to one page
 - ☐ Ask for a response
- Source: "Your Voice Counts: Turning Lobbying Upside Down" study guide. This NETWORK Education Program video and study guide—in both English and Spanish—offer instruction and guidance on lobbying.

■ The Parts of a Lobby Letter

