



## Tips for writing to your Senators/Congressperson

- ✓ Make your main point in the subject line, for example:
  - Support Your State's Developmental Disabilities Council
  - Support/Oppose bill # \_\_\_\_\_
  - I am from (city and state) and request appointment to discuss \_\_\_\_\_
  - \_\_\_\_\_
- ✓ Identify yourself as a constituent by **including your full street address and zip code, even in an email.**
- ✓ Be brief and to the point. Use examples of how this impacts one or more real people.
- ✓ Best to keep to one page. Best to address only one issue per letter.
- ✓ Be polite – even if you are writing to disagree with something s/he did or did not do or say. (Staffers may be quick to ignore something that seems too hostile or extreme.)
- ✓ **Be sure to thank them** for their support or opposition, if they have supported your issue(s).
  
- ✓ Letters to all members of the Senate may be addressed to  
The Honorable Jane/John Doe  
U.S. Senate  
Washington, D.C. 20510  
  
Dear Senator Doe:
  
- ✓ Letters to all members of the House may be addressed to  
The Honorable John/Jane Doe  
U.S. House of Representatives  
Washington, D.C. 20515  
  
Dear Mr./Mrs./Ms. Doe: