

Communicating with Congress

TIPS ON WRITING TO A MEMBER

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

Addressing Correspondence:

- **To a Senator...**
The Honorable (Full Name)
United States Senate
Washington, DC 20510

Dear Senator (Last Name):

- **To a Representative:**
The Honorable (Full Name)
House of Representatives
Washington, DC 20515

Dear Mr./Mrs./Ms. (Last Name)

Note: When writing to the Chair of a Committee or the Speaker of the House, it is proper to address him/her as:

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

Purpose of Your Letter:

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

SENDING E-MAIL TO CONGRESS

When addressing an e-mail to a Member of Congress, follow the same suggestions as for a printed letter. For the subject line of your e-mail, identify your message by topic or bill number. The body of your message should use this format:

Your Name
Address
City, State ZIP

Dear (Title) (Last Name),

<p>Many Members now have web forms rather than public e-mail addresses. If you do not have an e-mail address, you can visit the Member's web site or http://congress.org to send your message through the Internet.</p>
