

Tips for Writing to Your Legislators

1



Address the Letter Correctly

To communicate respect, be sure to use the correct greeting on the letter. This might take some Googling to be able to confirm. It might be, "Dear Senator XXX," "Dear Representative XXX," or something else!

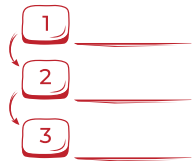
2



Be Direct and Specific

If you are writing about a bill, reference it by name and by the House/Senate file number (e.g. SB123, HR1478, etc.). Clearly describe the issue with the policy/bill and how it impacts you and your community.

3



Keep it Short

Be concise when stating the issue and let your elected official know what you're requesting in the first couple sentences. Be polite and respectful when asking for the legislator's support or opposition.

4



Prioritize Accuracy

Know your facts. Do not provide inaccurate or misleading information. Be sure you understand the bill and its potential impacts. Reach out to SCDAI if you'd like support in understanding something!

5



Commit to the Follow-Through

Thank the legislator for their time and attention to your letter or e-mail. Follow-up letter with a phone call to the office to make sure they got your e-mail/letter and ask if you could speak to someone about it.

