

# Writing Letters to Legislators

## Addressing Letters

### California State Assemblymembers/Senators

The Honorable (Full Name of Legislator)  
California State Assembly  
State Capitol, Room (number)  
Sacramento, CA 94249

Dear Assemblymember (last name):

The Honorable (Full Name of Legislator)  
California State Senate  
State Capitol, Room (number)  
Sacramento, CA 95814

Dear Senator (last name):

### Congressional Representatives

The Honorable (Full Name of Legislator)  
House of Representatives  
Washington, DC 20515

Dear Representative (last name):

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

Dear Senator (last name):

## Tips for Writing

- Type or write legibly
- Include the bill number in the first sentence, or describe the issue you are writing about and what you are asking the legislator to do
- Be brief and clear (one page or less, one issue per letter)
- Use your own words and avoid the appearance of a form letter
- Give your reasons for supporting or opposing a bill/proposals
- Use a personal story, to show the impact of the bill/proposal on your family
- Be polite and courteous in your request for support or opposition
- Ask for a response to your request
- Use short sentences
- Proofread your letter
- Be sure to include your full name and home address in the letter

## Guide for Letter Writing

Dear Senator/Assemblymember Johnson

First paragraph:

- I am writing in opposition/support of or about (your issue/proposal/bill number)
- I live in your district
- This issue is important to me/my family because...

Second paragraph

- Personal story explaining how this issue/proposal/bill affects you/family and why you oppose/support it

Third paragraph

- I urge you to oppose/support this issue/proposal/bill
- Ask them to write back and let you know how they will vote or address your issue

Sincerely,

Your name and full address