

How to Write to your Government Representatives

1. Be respectful and dignified.
2. Use your personal stationary, and write in your own style. Avoid stereotyped wording, as this is an earmark of pressure campaigns. Be brief, but not terse. Be specific and positive. Refer to legislative bill number and author if possible.
3. Present the local viewpoint- how the issue in question would affect your community, your industry, your business, your family.
4. Be reasonable. Don't ask the impossible. But request action. Also, request an answer. You've told the legislator where you stand; ask where he/she stands.
5. In opposing legislation, don't merely "knock" it. Build your case with a positive approach.
6. Express appreciation where it is due.

The close for letters to the President, Vice President, Cabinet members, Governor, Lt. Governor should be signed "Respectfully yours." In closing letters to United States Senators, Congressmen, State Senators, and Assemblymen, "Yours very truly" is proper.

All elected officials may be correctly addressed "The Honorable (name in full)." Personal friendship make variations in the salutations and closing of a letter; however, the envelope must always be formal.

HERE ARE EXAMPLES:

he President of the United States
The White House
Washington, D.C. 20500

Mr. President: (formal) or Dear Mr. President:

The Vice President of the United States
Executive Office Building
Washington, D.C. 20500

Dear Mr. Vice President:

Hon. Charles Smith
United States Senate
Washington, D.C. 20500
-OR to home-state address
Hon. Charles Smith
United States Senator
(Local address, and Zip Code)

Dear Senator Smith:

Hon. Charles Smith
House of Representatives
Washington, D.C. 20515
OR to home-state address
Hon. Charles Smith
Representative, United States Congress
(Local address, and Zip Code)

Dear Congressman Smith: or
Dear Mr. Smith:

Hon. Charles Smith
Governor of California
State Capitol
Sacramento, California 95814

Dear Governor Smith:

Hon. Charles Smith
Lt. Governor of California
State Capitol
Sacramento, California 95814

Dear Lieutenant Governor Smith:

Hon. Charles Smith
California State Senate
State Capitol
Sacramento, California 95814

Dear Senator Smith:

Hon. Charles Smith
California State Senate
State Capitol
Sacramento, California 95814

Dear Assemblyman Smith:

Hon. Charles Smith
Supervisor, Los Angeles County
500 W. Temple Street
Los Angeles, California 90012

Dear Supervisor Smith:

Hon. Charles Smith
Mayor of Los Angeles
200 N. Spring Street
Los Angeles, California 90012

Dear Mayor Smith:

Hon. Charles Smith
Councilman, City of Los Angeles
200 N. Spring Street
Los Angeles, California 90012

Dear Councilman Smith: