

Helpful Tips: Contacting your State Senator and Representative

Introduce yourself as a constituent and let them know your priorities for this legislative session.

Tip 1: Use the proper title and last name.

When addressing a senator in writing, the proper salutation is "Dear Senator [Last Name]".

You can also use the following salutations:

- The Honorable [Last Name]
- Senator [Last Name]
- Senator [First Name] [Last Name]

When addressing a House Representative in writing, the proper salutation is "Dear Representative [Last Name]".

You can also use the following salutations:

- The Honorable [Last Name]
- Representative [Last Name]
- Representative [First Name] [Last Name]

If you are writing to either a senator or representative about a specific piece of legislation, you can also address them by their title as chairman or chairwoman of the committee that is considering the legislation.

Tip 2: Be clear and concise in your message.

- Focus on one issue per message. If you have multiple requests, you can send multiple communications.
- Suggest specific actions you would like them to take: introduce a bill, hold a committee hearing for a bill, vote for or against a bill, sustain or override a veto, etc.
- Be specific and factual. Use examples, statistics, or personal anecdotes to illustrate your point.

Tip 3: Maintain a respectful and professional tone.

- Avoid negativity and personal attacks. Focus on the issue, not the person.
- Proofread carefully. Typos and grammatical errors can undermine your message.
- Show appreciation (if applicable). Acknowledge their past efforts or positive stance on related issues.