



## **Tip and Tricks: Communicating with Your Elected Officials**

### **You CAN Make A Difference**

Active, informed constituents have a role to play in the public policy process. Elected officials want to and expect to hear from their constituents. After all, as a voter in the district, your viewpoint is important to them.

### **Tips for Communicating with Your Elected Officials:**

- ✓ Whether you are communicating, in-person, over the phone, or in written correspondence, always be courteous and respectful.
- ✓ Contact your own elected officials; they are the ones you have the power to help elect or defeat.
- ✓ Stick to one issue.
- ✓ Be brief and succinct in expressing your views.
- ✓ Ask for support of your perspective.
- ✓ Provide useful information to support your position. If possible, provide a personal story to support your position.
- ✓ Ask for a response.
- ✓ Thank the official for considering your views.

### **When Writing to Your Elected Officials:**

- ✓ State your purpose for writing.
- ✓ If your correspondence pertains to specific legislation, identify it by number or by commonly used name. (i.e., HR xxx in the House, S. xxx in the Senate, or the Abercrombie-Peterson Bi-partisan Energy bill)

### **When Phoning Your Elected Officials:**

- ✓ Identify yourself as a constituent.
- ✓ Ask to speak to the aide who handles the issue you are calling about.
- ✓ State your request: "Please tell Senator/Representative (Name) that I support/oppose (bill number or/common name for the legislation)

**Addresses and Salutations for Communicating with Your Elected Officials:**

President of the United States:

President John Doe  
The White House  
Washington, DC 20500  
Dear Mr. President:

U.S. Senator:

The Honorable John Doe  
United States Senate  
Washington, DC 20510  
Dear Senator Doe:

U.S. Representative:

The Honorable John Doe  
United States House of Representatives  
Washington, DC 20515  
Dear Representative Doe:

Governor:

The Honorable John Doe  
State Capitol  
City, State Zip Code  
Dear Governor Doe:

Cabinet Secretary:

The Honorable John Doe  
Secretary of (Agency)  
Name of Agency  
Washington, DC Zip Code  
Dear Secretary Doe:

State Senator:

The Honorable John Doe  
(State) State Senate  
Capital City, State Zip Code  
Dear Senator Doe:

State Representative/State Assemblyman(woman):

The Honorable John Doe  
(State) House of Representatives OR (State) Assembly  
City, State Zip Code  
Dear Representative Doe: OR Dear Assemblyman/woman Doe:

Mayor:

The Honorable John Doe  
Mayor of (City)  
City, State Zip Code  
Dear Mayor Doe:

City or County Legislator (note various titles):

The Honorable John Doe  
Name of City or County  
Office address at town hall or county offices  
City, State Zip Code  
Dear Freeholder Doe:

OR

Dear (Commissioner, Alderman/woman, Selectman/woman, Councilman/woman  
Doe: