

## Communicating With Your Representative and Senators

### **If you send e-mail...**

**In the subject line of your email, identify your message by topic or bill number**, such as:  
House bill: H.R. \_\_\_\_, Senate bill: S. \_\_\_\_.

The body of your message should use this format:

**Your name**  
**Address**  
**City, State ZIP**

**Dear Senator \_\_\_(last name)\_\_\_:**

or

**Dear Representative \_\_\_(Last name)\_\_\_:**

or, when writing to the Chair of a Committee or the Speaker of the House, address them as:

**Dear Mr. Chairman:** or **Dear Madam Chairwoman:** or **Dear Mr. Speaker:**

### **Body of your message.**

In the body follow these guidelines:

- 1) Your purpose for writing should be stated in the first paragraph.
- 2) Be courteous, to the point, and include key information, using examples to support your position.
- 3) Stick to one issue in each email and try to keep it under 400 words (about the length of a one-page letter).

### **If you send a letter by U.S. Mail or fax...**

When addressing a printed letter to a member of Congress, follow the same suggestions as for an email except:

- 1) address correspondence this way—

To a U.S. Senator:

**The Honorable (full name)**  
**United States Senate**  
**Washington, D.C. 20510**

**Dear Senator \_\_\_(last name)\_\_\_:**

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To a U.S. Representative:

**The Honorable (full name)  
United States House of Representatives  
Washington, D.C. 20515**

**Dear Representative \_\_\_(Last name)\_\_\_:**

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Note: When writing to the Chair of a Committee or the Speaker of the House, address them as:

**Dear Mr. Chairman:** or **Dear Madam Chairwoman:** or **Dear Mr. Speaker:**

2) If the letter pertains to a specific piece of legislation be sure it is identified accordingly in the first paragraph. Use the bill number and title, such as: House bill: H.R. \_\_\_\_, Senate bill: S. \_\_\_\_.