

Letterhead or your return address

Find your senator http://www.senate.gov/general/contact_information/senators_cfm.cfm

Or representative http://www.house.gov/house/MemberWWW_by_State.shtml

Or U.S. Representative: www.house.gov

Address envelope: Her Excellency, The Honorable (name)
Governor, State of (name)
Executive Chambers, The Capitol
city and state

Salutation: Dear Governor (name): or Dear Sir/Madam:

Address envelope: STATE SENATOR
The Honorable (name)
State Senate
Legislative Office Building
city and state

Salutation: Dear Senator (name): or Dear Sir/Madam:

Address envelope: STATE REPRESENTATIVE
The Honorable (name)
State House of Representatives
Legislative Office Building
city and state

Salutation: Dear Representative (name) or Dear Sir/Madam:

Address envelope: The Honorable (Name)
United States Senate
Washington, DC 20510

Salutation: Dear Senator (Name)

Address envelope: The Honorable (Name)
House of Representatives

Salutation: Dear Congressman/Congresswoman (Name) or Dear Sir/Madam:

I join with organization in writing to you about your support, commitment, views/position on legislation, bill number, name of the issue.

Summarize critical bill information.

Support above information with why, how, who, what

By supporting legislation with your vote, you can help patients, nurses, victims, the injured, children, elderly or other vulnerable population or issue.

Elected official, I want you to know that I support real change in the state. I believe you do too. For too long, I have watched other issues supplant this priority matter on the legislative agenda in the state capitol. It is time for the legislature to get serious about the issue. There is no more important or urgent issue.

I urge you to vote for this important bill.

Respectfully,

(Your name)