



WRITING A LETTER TO A LEGISLATOR

TIPS & SUGGESTIONS

- Whether you type or write your letters, they must be neat and legible.
- Because letters to your legislators are formal, you should always use a formal address that includes "The Honorable" before the legislator's name and title.
- Make sure you write your name clearly on the letter in addition to signing it.
- If you are writing in support or opposition to a bill, refer to both the Bill's number and author.
- Be courteous and respectful.
- Be concise – remember that the staffers who read your letters appreciate a letter that is easy to read and gets to the point.
- It is always best to personalize your letter; copies of the same letter sent by a group decrease the value of the letter.

[Date]

The Honorable [First & Last Name]
California State [Senate or Assembly]
Capitol Room # [Room number]
Sacramento, CA 95814

Re: [Bill number & author; ex. SB 45 (Portantino)] - [Position; Ex. SUPPORT]

Dear [Senator or Assemblymember] [Last Name],

I am writing to express support for [Bill number, ex. SB 45], authored by [Senator or Assemblymember] [Last Name].

[Include talking points highlighting information from the bill or issue area and why you support the initiative.]

For these reasons, I offer my support for [Bill number; ex. SB 45] by [Senator or Assemblymember] [Last Name].

Sincerely,

[Your Name]
[Title]
[Organization]