

Writing Effective Letters and Emails to Your Legislators

[Adapted from the Association for Court Reporters and Captioners \(NCRA\) website](#)

Government representatives are increasingly responsive and reliant on input and suggestions from their constituents. The most direct way of making an impact is through a letter-writing or email-writing campaign. The more letters or emails that a legislator receives, the more important the issue becomes.

Even with noncontroversial issues, it is important to write letters or emails because, if there is no evident public consensus, legislators are likely to rely on the letters that they did receive as the consensus. Letters and emails also visually show which constituents legislation may affect and how many of the legislator's constituents oppose or support the proposed legislation. However, a poorly or incorrectly written letter or email will make little impact.

Here are some important tips to keep in mind when drafting your letter:

- Use letterhead.
- Address the letter or email to a specific legislator. Make sure to verify the correct spelling of the legislator's name and use their correct title.
- Include your name and personal contact information, including your title, physical address, and email address.
- **The subject line should state your brief position on the legislative issue or proposed bill. For example, “Oppose Bill XYZ,” or “Support Bill XYZ.”**
- Keep your brief and concise – aim for no longer than one page.
- Identify that you are the legislator's constituent if applicable
 - **You can determine this by using legis.state.pa.us to “Find Your Legislator.”**
- Identify the issue.
 - If the issue is a particular bill, verify the full name and bill number and provide a short description of the bill.

- Communicate your issue and share the impact that it has on you personally. Share your profession and the community where you work and live.
- Sign the letter personally.
- Mail the letter or send the email within a reasonable time frame so there is time for the legislator to read and to follow up with you.
- Make sure to respond and to follow up with any requests for information made by the legislator or their staff.

ADVOCACY LETTER TEMPLATE

Your name and address

Date

Recipient's Name

Recipient's Title

Recipient's Address

Dear Representative **OR** Senator ____:

My name is _____, and I am a resident of _____ County in Pennsylvania. My PA House Representatives are _____, and my PA Senators are _____. I am writing regarding **House Bill ## OR Senate Bill ##**. This proposed legislation will impact me in the following ways: *here, let the reader know the importance of your concerns and any impact the concern may have on the community.*

I am asking that you take action to **support OR oppose** the aforementioned legislation, because of the concerns I have stated.

Thank you for taking the time to read this letter regarding **re-state your concern**. My contact information is below should you wish to reach me with questions or provide a response to my request.

Sincerely,

Your Name

Your address

Your phone number

Your email address