

**How to Contact Your Congressional Representative**

**1. Only Contact Your Own Senators and Representative**

You have two Senators and one Representative. Those three people are the only ones who care what you think. You can use the same letter for all of them and call each of them once. It shouldn't take you more than a few minutes to do this. You will not be speaking directly to them, but rather to their Legislative Assistants. But they will listen.

**2. Find Them.**

Finding out how to contact them is relatively easy. You can do an internet search and find their contact information on their website, or you can go to <http://www.house.gov/representatives/> to find each Representatives' office mailing address and phone number and [http://www.senate.gov/general/contact\\_information/senators.cfm](http://www.senate.gov/general/contact_information/senators.cfm) to find each Senator's office mailing address and phone number.

**3. Be Personal.**

It is fine to be part of a cause, but when you write a letter, put in your own words. It can and should be short, so it doesn't take long. There may be specific talking points you need or want to use from a specific group or cause, but if you have a story of your own to drive your point home, use that, too. If you are asking for specific language for a bill, do put that in your letter.

**4. Get to the Point.**

Don't send 10 pages. Try to get it down to 3 or 4 paragraphs, at most.

Paragraph 1: Who are you? You are a constituent, you voted for the Senator/Rep, you have lived in their district your whole life (don't say this if it isn't true), you are important because you run a successful business/you are respected because XYZ/you vote in every election and you make sure everyone you know does, too. Point out things that are going to matter to them.

Paragraph 2: What do you want? Be specific. State the bill number that you want them to support or defeat, because that's how things work. Use numbers and facts, not just feelings. And be polite. Rage and insults will get you nowhere.

Paragraph 3: Thank them for the time they took to read your letter and restate that you want them to do.

**5. Call. And get others to call.**

When you call, as with writing letters, be polite, be to the point, and mention the exact bill number you want your representative to support or oppose. You will be asked for your zip code to make sure you are a constituent of that Senator or Representative. This will take a minute or less.