



Sample Email/Letter to Congress

If possible, it is best to email your legislator. All mail received in Washington DC must go through a screening process which can delay delivery. If you must mail a Washington DC based legislator, it is best to send it to their local office. A listing of all the addresses is available on this website.

Emailing Your Legislator

Email addresses for contacting your legislator are located on this website. You can simply click on the address to access your email. Remember to address the legislator in the email as:

State or Federal - Dear Senator (last name):

State House - Dear Representative (last name):

Federal House - Dear Congressman (last name)

In the body of the letter:

[Ask for what you specifically want] I urge you to...

[Address why this is an important issue]

[Personal story—local level]

[Briefly restate what you are asking for and why]

[Request a response]...I look forward to hearing from you soon on these important matters.

Sincerely,

Your Name

Address

City, State, Zip Code

Phone Number

Email address

Mailing Your Legislator through the U.S. Postal Service

Date:

For Senators:

The Honorable [last name]

Local Office Address

For Representatives:

The Honorable [last name]

Local Office Address

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