HOW DO YOU WRITE LETTERS TO PUBLIC OFFICIALS?

DECIDE ON THE RECIPIENT.

OPEN THE LETTER IN AN OFFICIAL MANNER.

If you are writing to an elected official, show respect for the position by using the title of the office, and the official's full name. In any other letter, use the familiar term "Dear," the title Mr., Mrs., Ms., Miss, or Dr., and the official's full name.

**Example:**

January 5, 2008  
Title [Name of Representative or Senator]  
House of Representatives [OR] U.S. Senate  
Office Address  
Washington, D.C. 20515

EXPLAIN THE PURPOSE FOR YOUR LETTER.

SUMMARIZE YOUR UNDERSTANDING OF THE ISSUE/DECISION BEING CONSIDERED.

State the general impact that you expect to occur if a particular decision is made.

EXPLAIN YOUR POSITION ON THIS ISSUE.

Describe in detail why you feel the decision made will lead to the impact you foresee.

DESCRIBE WHAT ANY CHANGES WILL MEAN TO YOU, AND TO OTHERS.

Describe specifically the positive or negative effects the decision will have on you personally and on those you represent. The more people affected by the decision, the more convincing you may be.

DESCRIBE WHAT ACTION YOU HOPE THE OFFICIAL WILL TAKE.

State specifically what action you (and those you represent) hope the official will take--and by what date, if there is a deadline.

IF YOU HAVE WRITTEN A LETTER THAT OPPOSES SOME ACTION, OFFER AN ALTERNATIVE.

IF YOU HAVE TIME AND YOU ARE COMMITTED, ASK HOW YOU CAN HELP.

CLOSE AND SIGN YOUR LETTER.

Thank the official and sign your full name. Make sure your address, and phone number are included.

CHECK YOUR LETTER FOR SPELLING AND GRAMMATICAL ERRORS.

SEAL YOUR ENVELOPE, ADDRESS IT, AND HAND IT IN TO ONE OF THE STAFF MEMBERS. IT WILL BE STAMPED AND MAILED TOMORROW, SATURDAY, APRIL 22nd.

<http://ctb.ku.edu/en/table-of-contents/advocacy/direct-action/letters-to-elected-officials/main>