



How to Send a Productive Email to Your Legislator's Office

- **Find their email address.** To find the contact information for your state or federal legislator, visit <http://www.usa.gov/Contact/Elected.shtml>.
- **Start by telling them you are his or her constituent.** Elected officials are most interested in your opinions if you are a voter in the district or state he or she represents. State the city and state you are from.
- **Make it clear why are you emailing the office.** Aides are more likely to read your email if it begins with a clear definition of who you are (a concerned constituent) and why you are emailing their office (e.g., concerns regarding health care laws).
- **Keep it short, simple, and straightforward.** Legislative offices receive a large amount of email messages. The more you can do to keep your message brief and on-point, the better. Aim for a concise statement rather than an essay. Typically 1-3 paragraphs are more than enough to explain your concerns.
- **Note your expertise.** If you have professional experience with or academic qualifications for the issue in question, be sure to mention it. It will help to establish your credibility on the issue and may event prompt the aide to ask you for some guidance on the issue.
- **Close with a specific request.** Keep it realistic and pragmatic: ask the member to consider your views on their next vote; urge them to speak out on an issue or a bill; or even ask them to propose legislation.