How to Write a Letter to Your Representative

Written letters and e-mails are vital to helping California’s State Assembly Members and State Senators understand taxpayer perspectives. Writing to lawmakers also offers an opportunity to maintain contact and keep important taxpayer issues on the minds of California’s Legislature.

HOW TO WRITE A LETTER

1) Keep Your Letter Concise and to the Point
   • Try to keep your letter to one page in length, and focus on just one issue.

2) Identify Yourself
   • Introduce yourself by describing what you do and where you live (preferably in one sentence).

3) Be Focused
   • Next describe in a brief paragraph why you are writing your legislator. For example: “I am writing to urge your support/opposition to [insert bill number], which will [describe what the bill does].” If you’re writing on a broader topic, such as protecting Proposition 13, a bill number may not be necessary, but instead focus on what impact the topic has on your business or your family. When possible, try to use bullet points to provide an overview of your arguments.

4) How Does this Impact You?
   • Help your State Assembly Member or Senator understand why your position is important. Use your own knowledge or experience, or provide an anecdote from your local community.

5) Follow Up
   • In your letter, be sure to include your contact information, should your Assembly Member or Senator wish to contact you for additional information.

6) Avoid Jargon and Name-Calling
   • Make sure to describe any abbreviations or terms that aren’t commonly known, and be respectful even if you strongly disagree with a lawmaker’s point of view.
HOW TO ADDRESS A LETTER

If you are mailing a hard copy of your letter to your legislator, follow this format for addressing the letter:

   The Honorable [insert full name]   
California State [insert Assembly or Senate]   
Room Number: [insert room number]   
State Capitol   
Sacramento, CA 95814

   Dear Assembly Member / Senator [insert name]

Find your legislator's address and room number below:
   • California State Assembly
   • California State Senate

If you don’t know who your legislator is, click here.