Writing your Congressional members (Representative or Senators) is an extremely effective way to voice your opinion on an issue and try to persuade them to support or oppose a piece of legislation.

WHO TO CONTACT:
You should write your specific Congressional members. Email is best. If you know who your Congressional members are, you can look up their email addresses on their websites. If you do not know who your Senators or Representative are, then you can find out and be connected a few ways:

- Look up your House member by zip code by visiting www.house.gov
- Find who your Senators are by visiting www.senate.gov/states
- Call the Capitol Switchboard at (202) 224-3121

GENERAL WRITING ADVICE:
- You can use the template shown as an example, but the best emails utilize personalized accounts of a program or benefit in your life or in your community.
- Your email should address a single topic or issue.
- Most often the structure should follow this pattern:
  - Say why you are writing and who you are. List your "credentials." (If you want a response, you must include your name and address, even when using email.)
  - Provide specific rather than general information about how the topic affects you and others. If a certain bill is involved, cite the correct title or number whenever possible.
  - Close by requesting the action you want taken: a vote for or against a bill, or change in general policy.
- The best emails are succinct and courteous.

SAMPLE EMAIL TEMPLATE

Dear Representative/Senator __________________________:

As a constituent and a graduate, I urge you to support __________________________. This issue is important because __________________________. The federal government’s role in __________________________ will ensure that America as a nation continues to prosper. Continued investment in __________________________ ensures that we can continue to make strides in this sector and to lead the way in innovation. If not for __________________________, we will surely lose our competitive advantage. Here are some specific facts to help illustrate my point.

- Fact 1
- Fact 2
- Fact 3
- Fact 4

Your support for __________________________ is critical because I have benefited from the program. (Your story)

More to the point, the people I serve have benefited from it. There are several constituents in __________ (state/district) that are benefitting from __________________________. Please ensure that you support __________________________ and remain committed to benefiting all of American society. Thank you for your consideration and please feel free to contact me if you would like to discuss this issue further.

Sincerely,

Your Name
Your Title (if applicable)

Optional:
Your Address
Your City, State Zip
Your Phone Number
Your Email Address