

# Write Your Members of Congress

Advocate for access, affordability and value in graduate and professional education.

Writing your congressional members (Representative or Senators) is an extremely effective way to voice your opinion on an issue and persuade them on higher education policy.

## WHO TO WRITE:

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](http://www.house.gov)
- > Find who your Senators are by visiting [www.senate.gov/states](http://www.senate.gov/states)
- > Call the Capitol Switchboard at **(202) 224-3121**

## TIPS WHEN WRITING:

- > Keep it is simple, succinct, and courteous.
- > Your email should discuss only a single topic or issue.
- > The most effective emails feature personal experiences, relevant or timely facts, and quality persuasion to show how the topic affects you and your community. The email template below is a useful example.
- > If you are writing in support or opposition to specific legislation, make sure to list the correct title or bill number (e.g. H.R. 1234/S. 1234).
- > List all your contact information, including name, address, phone number, and email.
- > Always ask for a written response. Each office handles constituent correspondence in its own way, but proactively requesting a written response will help ensure your message doesn't slip through the cracks.

## SAMPLE EMAIL TEMPLATE

Dear Representative/Senator \_\_\_\_\_ :

As a constituent, I urge you to support \_\_\_\_\_.  
This issue is important because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Here are some specific facts to help illustrate my point.

- Fact 1
- Fact 2

Your support for \_\_\_\_\_ is critical because your constituents have benefited from the program. \_\_\_\_\_ *(Your story)*  
\_\_\_\_\_  
\_\_\_\_\_

I would like to request a written response on this issue and my contact information is attached to this message. Thank you for your service and consideration.

Sincerely,

Your Name  
Your Title *(if applicable)*

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



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