

# LOBBYING BY EMAIL AND MAIL



## Step-by-Step Plan

### 1. **Format** the address and salutation properly:

*The Honorable [Full Name]  
[Room #] [Name of] House Office Building United States House of Representatives  
Washington, DC 20515*

*or*

*The Honorable [Full Name]  
[Room #] [Name of] Senate Office Building United States Senate  
Washington, DC 20510*

2. **Identify** yourself as a constituent and include your full address, including your zip code, as well as your phone number.
3. **State** why you are writing and your position on the issue.
4. **Discuss** how the issue impacts you or your loved ones by sharing your personal story in your email or letter, but remember to keep it brief.
5. **Ask** that your elected official support or oppose the legislation you have discussed.
6. **Conclude** with how best to reach you.

## **Tips**

- Limit your letter or email to one page and one issue.
- Avoid using too much jargon, and explain any acronyms that you do use.
- Keep emails professional; do not use shorthand or emojis, and be sure to run spell and grammar check.
- If possible, avoid pre-written letters and emails. If you're starting with a pre-written document, add your personal story to it.