

## Sample Issue Letter

To the State Senate

The Honorable (Full Name)  
State Capitol, (Room Number)  
(state) Senate  
(City, State, Zip)

To the State Assembly

The Honorable (Full Name)  
State Capitol, (Room Number)  
(State) Assembly  
(City, State, Zip)

- - Be specific. Your purpose for writing should be stated in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, be sure to identify its full name and number, e.g. Assembly Bill: A\_\_\_\_\_, Senate Bill: S\_\_\_\_\_. Try to send your letter while the issue is still alive.
- - State your position. Explain why you support or oppose this particular issue. Keep in mind that local examples concerning the impact of this legislation are very powerful. Be courteous and to the point, keeping your letter focused on one issue.
- - Ask for a response. Indicate to your legislator that you would appreciate a reply containing his/her position on the issue. "Sincerely yours" is a proper way to conclude your letter.
- - Follow up. If you agree with your legislator's vote, take the time to let him/her know that. Similarly, if you disagree with his or her vote, inform your legislator.
- - Include your contact information or put the letter on letterhead.