

How to Write Legislators

- Be brief and clear. State the issue and how you want your legislator to vote in the first paragraph. Provide a brief position statement reflecting your organization's point of view and the reasons of your position.
- Describe the bill by popular name and number.
- If your legislator is one of the authors, acknowledge it.
- Spell the legislator's name correctly, with proper address. While the legislator is in session, send the letter to the State Capitol office. During the interim, send the letter to the home address.
- Do not express anger. Once you write the letter, read it carefully and determine if this is a letter you would want to receive.
- Be polite in your request for support. Never threaten or demand. Never threaten defeat in the next election and never remind a legislator of your campaign contribution in the last election. If you contributed, he or she will know.
- Include your name, address and telephone number.
- Write about only one issue in the letter.
- Write legibly or type the letter.
- Send a thank you note when your legislator supports your issue.
- Avoid form letter or pre-printed post cards with the same message.
- Personal letters expressing your position in your own words are best.

How to address your elected official

President

President _____
The White House
Washington, D.C. 20500
Dear President _____:

Senator (U.S.)

The Honorable _____
United States Senate
Washington D.C. 20510
Dear Senator _____:

Congressman (U.S.)

The Honorable _____
House of Representatives
Washington D.C. 20515
Dear Congressman _____:

Governor

Governor _____
Office of the Governor
200 East Colfax
Denver, CO 80203
Dear Governor _____:

Senator (State)

The Honorable _____
200 East Colfax
Denver, CO 80203
Dear Senator _____:

Representative (State)

The Honorable _____
200 East Colfax
Denver, CO 80203
Dear Representative _____: