



Letter Writing Tips

Writing a letter or email to your elected representatives is an easy and effective way to become a direct participant in government. Most importantly, legislators truly appreciate and value your input on an issue and are very eager to learn how their constituents feel. Crafting a letter is not difficult at all, especially if you follow these tips:

- Only contact the legislator who represents you directly; few legislators have time to respond to people who are not constituents.
 - Be polite, courteous, and reasonable; ask and do not demand. A letter with a positive tone will likely generate a better response.
 - Be brief and get to the point – letter should be one page, one and a half at most.
 - Limit your letter to one subject; clearly explain the issue you are writing about – i.e. H.B 123 or Senate Bill 455.
 - Clearly explain what you would like the legislator to do – support or oppose the issue.
 - Explain how the issue affects you, your family, and your business as a REALTOR®
 - Be truthful, factual, and honest
 - Handwritten letters are acceptable and welcomed, as long as they are legible and neat.
 - Consider writing a letter on your business letterhead if you are writing on a REALTOR® issue.
 - Write a thank-you letter to the legislator if they voted in accordance with your wishes. A follow up letter voicing your dissatisfaction is acceptable as well, but be sure to do so politely, tactfully, and offer to work with them in the future.
 - Timing is critical; the earlier the letter is sent, the greater the chances are that you can influence the legislator's position.
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