

SAMPLE LETTER TO YOUR LEGISLATURE

To find the contact information for any member of the Missouri House or Senate, please visit the sites listed here:

House of Representatives: <http://www.house.mo.gov/member.aspx>

Senate: <http://www.senate.mo.gov/13info/SenateRoster.htm>

The sample letter below is provided to show the correct format for addressing your State Senator or Representative. It is impossible to provide one letter that would meet the needs of all members; so, you will need to personalize your letter to address your concerns or issues regarding legislation.

Your Address

Phone #

E-mail

Legislator's Name and Address

(2 spaces)

Dear Honorable (full name) (address him/her correctly):

State the reason for your letter in the first sentence and the bill # you'd like him/her to support and/or brief description. Mention you are a voter in his/her district and you feel it important that he/she knows why this issue is important to you.

State reasons he/she should support your position. Use facts and references to support your opinion. When applicable, put citations of facts using APA style (author's last name, year). Include references using APA format at the bottom of the page.

Be brief, specific, and concise. Write on only one bill at a time. Best to limit your letter to one page. Never threaten political or other consequences. A positive attitude is important.

Thank him/her for supporting. . . bill #. Tell him/her you look forward to his/her response to this issue and follow-up after you receive a reply.

Sincerely,

(4 spaces)

Sign your name

Type your name

Type your position