

How to Write Elected Officials

From *The Rebirth of America* (1986). Arthur S. DeMoss Foundation.

1. Identify yourself. (e.g. constituent, voter, active citizen, taxpayer)
2. Be friendly. (No name-calling or threats.)
3. Give praise. (Thank him for serving.)
4. One subject per letter.
5. Be neat and brief.
6. Address properly. (<http://www.formsofaddress.info/Congressman.html>)
7. Know your subject. (Use bill number or bill name. If a change would make bill more acceptable, describe the change/why.)
8. Mention specific arguments. (e.g. Ask the question, "Will you oppose/support the amendment?")
9. Add weight. (If you have addressed a public gathering or written a letter to the editor, include copy of documentation with the letter.)
10. No "form" letters. Be sure to personalize letter if working from a sample.
11. Ask for a reply only if one is necessary.
12. Pray first.