

How to Write an Elected Official

Addressing Your Senator:

The Honorable (full name)
(Room #) (Name) Senate Office Building
United States Senate
Washington, DC 20510

Dear Senator:

Addressing Your Representative:

The Honorable (full name)
(Room #) (Name) House Office Building
United States House of Representatives
Washington, DC 20515

Dear Representative:

For state officials:

Governor

The Honorable (full name)
Office of the Governor
Patrick Henry Building, 3rd Floor
1111 East Broad Street
Richmond, Virginia 23219

Dear Governor (last name):

General Assembly Members

The Honorable (Delegate/Senator's First and Last Name)
910 Capitol Square
Richmond, Virginia 23219

Dear Senator or Mr. or Mrs. (for Delegate) _____:

Outline for Letter:

1. Address a single topic.
2. State why you are writing.
3. Be as specific as possible.
4. Be formal and factual.
5. Include the number of the bill (if possible).
6. State the action desired (viz., a vote for or against a bill; a shift in policy).
7. Be courteous – thank the official for his or her time/consideration.
8. Request a response indicating the official's position on the issue.