
Tips for Writing Letters and Emails

Make sure you spell your legislator's name correctly!

Address the envelope to, "The Honorable [full name of legislator]."

During the Legislative Session, send letters to Tallahassee.

Between sessions, send letters to the district address.

Writing the letter.

Begin your salutation with "Dear Senator [last name]" or "Dear Representative [last name]."

Make it personal. An individually written letter, rather than a form letter, will make a better impression on your legislator. Legislators will respond to their constituents, so be sure to include your name and full address, including ZIP code.

Be specific. Your purpose should be stated in the first paragraph; don't bury your main point. If your letter pertains to a specific piece of legislation, be sure to identify it by its full name and number, e.g., House bill (HB): _____, Senate bill (SB): _____.

State your position.

- Explain why you support or oppose this particular issue.
- Tell your legislator what effect you think a particular issue or bill, if it becomes law, will have on you, your children, business, or community.
- Back up your opinions with supporting facts. Facts make an argument more tangible and convincing.
- Suggest a course of action and offer assistance.
- Be courteous and to the point, keeping your letter focused on one issue.
- If you have another issue to address, write another letter.
- Avoid abbreviations or acronyms, and don't use technical jargon.

Ask for a response. Indicate to your legislator that you would appreciate a reply that includes his or her position on the issue.

Follow up. Follow the legislative action vote. If you agree or disagree with your legislator's vote, take the time to let him or her know.

The advice on this document has been copied and/or adapted from:

National League Nursing

<http://www.nln.org/docs/default-source/advocacy-public-policy/building-relationships-with-your-legislators-pdf.pdf?sfvrsn=0>

and the America Academy of Family Physicians legislative action center the AAFP's legislative action center (www.aafp.org/)*

Florida Senate Website: <https://www.flsenate.gov/About/EffectiveCommunication>