



EPISCOPAL CHURCH OF NH

Writing to Your Legislator

When a phone call or more direct contact is not possible, a personalized letter or an email to your legislator can be very effective. (For emails, you may want to check with the legislator's office first to see if a letter would be better.) Form letters provided by an organization or someone else are often discounted because legislators see the same words over and over.

Address your letter to:

- The Honorable Jane Doe
- Home address OR c/o State House, 107 North Main Street, Concord, NH 03301

• The salutation is:

- For senators – Dear Senator Doe
- For representatives – Dear Representative Doe

• A letter is often a good substitute if you cannot appear in person before a committee to testify. In that case your comments should be addressed to:

The Honorable John Doe, Chair of the House _____ Committee,
State House, Concord, NH 03301

or

The Honorable Jane Doe, Chair of the Senate _____ Committee
State House, Concord, NH 03301

Guidelines for writing your letter

- **Type or write legibly.** Be certain your full name and mailing address appear on both the envelope and the letter or within the body of an email.
- **State your purpose within the first paragraph.** Identify the bill by number, if possible, and by its place in the legislative process. Write about one piece of legislation per letter.
- **Elaborate in the text of the letter.** Be brief and polite. Make your points clear and concise. Do not demand support, but ask for it politely.
- **Keep it as short as possible. One page or less is best.** Legislators are quite busy and a longer letter will likely go unread. Stay with the facts. Describe how the bill will affect you, your faith community, your ministry, the people of New Hampshire or the state budget. A personal story to illustrate your point can be very effective.
- **Time your letter** to reach your legislator just before the bill is heard in committee or when scheduled for a floor vote.
- **Write thank you (or disappointment) notes** to your local legislators for their support (or lack of support) for your position.