

## Tips for Writing Letters, Faxes, and E-mails

- Include the date and your contact information at top.
- On an e-mail, write a few words in the subject line to summarize your issue.
- Personalize your message with photo of your child if you can.
- Include only one issue.
- Keep the message to less than one page.
- Let them know in the first paragraph of no more than six to eight sentences:
  - who you are
  - why you are writing
  - what you want them to do
- Write a brief personal story (no more than 250 words) in the second paragraph.

**NOTE:** While letters are still the preferred method of written communication, security at the federal level has made sending a letter through the Capitol postal service a three- to four-week process. If a letter needs to arrive in a short period of time, we highly recommend faxing your letter.

### Addressing Members of U. S. Congress:

#### To Your Senator:

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

Dear Senator:

#### To Your Representative:

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

Dear Representative:

Include the above addresses in e-mail messages as well as those sent through the Postal Service.