



Writing Letters to Legislators

A letter should be written to a legislator when you want them to take a position on your issue, or you want them to act on it. Letters should be less than one page, and should be exact about what the issue is. Only address one issue in a letter. Too much information can overwhelm the decision maker and make it difficult to know what you are asking of them. Send letters only when it is truly necessary. Consider sending letters when:

- Trying initially to drum up support for an issue
- A vote on a bill of importance is looming
- The legislator has done something advocates want to praise
- The legislator is undecided about an issue

Not sure what to say or how to say it? Here are some tips on things to include when writing a letter to a legislator:

- Be clear about your issue, and what action you want them to take
- Address the letter properly (see following page)
- Use your story. Personalizing the issue makes it real to the legislator. Tell him/her how the issue affects you or your family.
- Do not ramble on. Be concise in your communication.
- Ask for a statement of their position on the issue(s) in a written reply.
- Thank them for their attention to the letter
- Be sure to include your full name and address. This helps the legislator know for sure you are a constituent. They pay more attention to communications from persons that vote for them.

When sending letters to legislators, it is also important to address the letters correctly to ensure your correspondence reaches them. When addressing letters to legislators, use the following salutations and address formats:

Governor: The Honorable (Full Name)
Governor of Texas
State Capitol
P.O. Box 12428
Austin, Texas 78711-2428

Lieutenant Governor: The Honorable (Full Name)
Lt. Governor of Texas
State Capitol
P.O. Box 12068
Austin, Texas 78711-2068



Speaker of the House: The Honorable (Full Name)
Speaker of the House
Texas House of Representatives
P.O. Box 2910
Austin, TX 78768-2910

Senator: The Honorable (Full Name)
Texas Senate
P.O. Box 12068, Capitol Station
Austin, TX 78711

State Representative: The Honorable (Full Name)
Texas House of Representatives
P.O. Box 2910
Austin, TX 78768-2910

[District addresses for each can be found at <http://www.capital.state.tx.us/fyi/find.htm>.]
Information on e-mailing legislators can be found in the Internet Advocacy section of this handbook.