

## 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 Ms. (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.