

WRITING TO A PUBLIC OFFICIAL



1. Don't be scared!
2. Date your letter.
3. Address the person as "The Honorable" followed by their full name and address.
4. In the salutation, address them as "Dear Senator, Governor, or Representative Jones." If you are writing to a U.S. Representative, address them as "Dear Congressman Jones."
5. In the first paragraph, identify yourself as their constituent and the issue about which you are writing.
6. In the second paragraph tell them what your position is on the issue. **BE CLEAR AND CONCISE.**
7. In the third paragraph thank them for their time and ask them to contact you with their position on the issue.
8. Ensure your full name, address, telephone number and email address is on your letter.
9. Try to keep your letter to one page.
10. Mail your letter.
11. Be proud of yourself for getting involved!



RHODE ISLAND COMMISSION ON WOMEN

