



**Serving God by
Serving Others...
One Person at a Time**

Illinois Senate

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How to Write Your State Legislators

FUNDAMENTALS

- Specifically ask for support of your position.
- Address your legislator properly.
- Write legibly (handwritten letters are fine if they are readable).
- Be brief, to the point and discuss only one issue in each letter. Try to identify a bill by number and title.
- Know the facts. Do not try to influence anyone before you have a thorough understanding of the issue.
- If possible, give an example of how legislation will affect you personally.
- Use your own words and your own stationery.
- Include your address and sign your name legibly. If you have any family, business, or political connection in regard to an issue, explain it.
- Ask the Legislator to state his or her position in their reply.
- Ask your legislator their communication preference (telephone, fax, letter, e-mail).

Write your legislator when they do something of which you approve. Often, legislators hear only from individuals and organizations who are against something. It is refreshing for a legislator to receive something positive instead of something negative all the time.

HOW TO ADDRESS LETTERS

When writing to a State Senator, State Representative or the Governor

*The Honorable John Doe, The Honorable Jane Doe
State Senator or State Representative or Governor
State House or Stratton Building, Room Number
Springfield, IL 62706*

When writing to a U.S. Representative or U.S. Senator

*The Honorable John Doe, The Honorable Jane Doe
U.S. House of Representative or U.S. Senator
Address
Illinois or Washington, D.C.*

www.svdpsouthil.org

**The Society of St. Vincent de Paul
Belleville Council
#13 Vieux Carre, P.O. Box 3310
East St. Louis, IL 62203
(618) 394-3568**



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