

## **WRITING EFFECTIVE LETTERS**

As a library advocate, a letter is an easy way for you to let lawmakers know your views on specific issues, encourage them to vote your way. Personally written letters allow you to present your position to your lawmakers without interruption. Keep the letter short and to the point, with just enough facts and figures to make your point. Never lie or make a statement you can't back up with evidence. Always let your lawmakers know how a specific issue will affect your library. Use library letterhead. Taking these steps will enhance your message and ensure your concerns are taken seriously.

**How To Address Your Representative:** Address your letters to "The Honorable \_\_\_\_\_," and begin the letter "Dear Senator" or "Dear Representative."

**Be Brief, Specific, & Always Be Courteous!** Letters shouldn't exceed one page, and the purpose of your letter should be stated clearly in the first paragraph. If your letter pertains to specific legislation, identify it accordingly (use the bill number, if known, and the title of the bill and/or a brief description).

**Ask Them To Respond.** Always ask for a response to your letter.