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HOW TO WRITE A LETTER TO YOUR LEGISLATOR.

You can be most effective if you write your legislator frequently letting him know how you feel about the bills that are of concern to us. When you write your legislator, address him as follows:

Honorable _____
House of Representatives
State Capitol
St. Paul, Minnesota

Honorable _____
State Senate
State Capitol
St. Paul, Minnesota

Dear Representative _____

Dear Senator _____

The following "Do's" and "Don'ts" should be your guide in writing your legislator:

"Do's"

- (1) DO know your legislator's full name. Spell it correctly.
- (2) DO inform yourself about the measure of concern to you. Know what you are talking about.
- (3) DO use plain stationery or personal stationery. If you are writing as the representative of a group, use organization stationery.
- (4) DO use first class mail or air mail.
- (5) DO let the legislator know how a particular measure will affect your locality - his own home district.
- (6) DO be concise.
- (7) DO be complete enough to give pertinent reasons and facts.
- (8) DO be sincere.
- (9) DO be courteous always.
- (10) DO clearly identify the bill, using the title and number, if possible.
- (11) DO follow through. Let your legislator know you are watching his record with deep interest.
- (12) DO write a letter of appreciation whenever your legislator does something that meets your approval.

"Don'ts"

- (1) DON'T guess at facts or base your letters on rumors.
- (2) DON'T guess at the spelling of your legislator's name or his initials.
- (3) DON'T use mimeographed letters or printed postal cards, they give no evidence that you can think for yourself.
- (4) DON'T use form letters under any circumstances.
- (5) DON'T limit yourself to generalities.
- (6) DON'T be wordy.
- (7) DON'T leave out essential details.
- (8) DON'T use insincere flattery or flowery terms.
- (9) DON'T use threats - ever.
- (10) DON'T get mixed up on the name, the number, or the contents of the bill.
- (11) DON'T write letters of criticism or request only.
- (12) DON'T forget to write a thank-you letter.