



## TIPS ON COMMUNICATING WITH LAWMAKERS

### Tips on writing a Member of Congress

Formal letters remain the preferred method to communicate views to Members of Congress. Please note that hard mail now takes several weeks to be delivered due to increased security/screening measures on Capitol Hill. If your correspondence is especially urgent, you should FAX and/or e-mail your letter(s.)

#### 1) Addressing your correspondence

- To a Senator:  
The Honorable (Full Name)  
United States Senate  
Washington, DC 20510

Dear Senator (Last Name):

- To a Representative:  
The Honorable (Full Name)  
House of Representatives  
Washington, DC 20515

Dear Mr./Mrs./Ms. (Last Name):

NOTE: When writing to the Chair of a Committee or the Speaker of the House, it is proper to address him/her as:

Dear Mr. Chairman or Madam Chairwoman:  
Or Dear Mr. or Madam Speaker

#### 2) Purpose of your letter

- State your purpose in the first paragraph of the letter. If the letter pertains to specific legislation, identify the bill number (House bill: H.R. \_\_\_\_; Senate: S.\_\_\_\_)
- Be polite, to the point and include relevant information, including your experiences as a Lions leader
- Try to keep the letter to one page





## Lions Clubs International

### **Sending E-Mail to Congress**

Increasingly, Members of Congress and their staff rely on e-mail or website contact forms, particularly in light of stringent hard mail screening procedures following the anthrax scare on Capitol Hill that occurred some 16 years ago.

Follow the format above for letters sent via e-mail. Be sure to include, when possible, the bill number of legislative matter of concern in the SUBJECT line.

### **Federal Government Contact Information**

The White House: [www.whitehouse.gov](http://www.whitehouse.gov)  
U.S. House of Representatives: [www.house.gov](http://www.house.gov)  
U.S. Senate: [www.senate.gov](http://www.senate.gov)  
Congressional information: [www.congress.org](http://www.congress.org)

\*U.S. Capitol Switchboard: 202-224-3121

\*Dial this number to be connected to your Representatives' and Senators' offices.

