



## Things to Keep in Mind When Writing to your Congressional Delegation

- Make sure the email, fax or letter you are sending is timely. If you are requested to send a letter to your Congressional delegation via a NCSFPA Education Committee Alert it should be sent promptly to ensure that it has the maximum impact on the CSFP specific issue at hand.
- Use Proper salutations. For a U.S. Representative or Senator the letter should always be addressed as:  
Honorable \_\_\_\_\_, U.S. Representative  
Honorable \_\_\_\_\_, U.S. Senator  
Include their Office Building, City, State and zip code.
- The letter should be one page.
- State the purpose of the email, fax or letter in the first paragraph.
- Be polite, to the point, put emphasis on the important information and back this information up with examples.
- The message should be personal and express your opinion. If you disagree with a bill or issue explain why and be specific. If you have experience or knowledge that is pertinent to a particular bill, share it.
- It is important to say thank you when ever it is appropriate to your Legislators for past support. If they have done a good job it is very important that you let them know this.
- Address only one issue in each e-mail, fax or letter.
- If you are writing about a bill, make sure that you identify it by its proper number and / or title.

Please use the NCSFPA Education Committee Members listed on your Action Alerts as resources if you should need further assistance in drafting written messages to your Legislator or their staff.