

Writing a Letter to Your Legislator

Writing a letter is simple. When drafting a letter, please bear in mind these few basic suggestions:

- **Be Direct:** State the purpose of writing your legislator in the first paragraph of the letter.
- **Be Accurate:** With regard to you, your company, etc. Samples are available from APC
- **Be Concise:** Keep the letter to one page, if possible.

Addressing your Letters:

Communications to all State General Assembly members should be addressed to their House or Senate P.O. box in the Main Capitol, not their room number.

The Honorable (Name)
P.O. Box XXXX
Harrisburg, PA 17120

Dear Senator (Name)

You can direct postal correspondence to your Representative as follows:

The Honorable (Name)
P.O. Box XXXX
Harrisburg, PA 17120

Dear Representative (Name)

District Offices

You can all send letters to your Senator or Representatives' District office. For a complete list of office addresses visit www.legis.state.pa.us/index.cfm

E-mailing

E-mailing or faxing your letter, as opposed to mailing it, is also recommended.