



Educational Communications Board



Correct Forms Of Address, Salutation & Closing:

PRESIDENT

The President
Dear Mr./Ms. President,
Most respectfully,

VICE-PRESIDENT

The Vice-President
Dear Mr./Ms. Vice-President,
Very truly yours,

U.S. SENATOR

The Honorable Firstname Surname
Dear Senator Surname,
Sincerely yours,

U.S. CONGRESSMAN/WOMAN

The Honorable Firstname Surname
Dear Mr./Ms. Surname,
Sincerely yours,

GOVERNOR

The Honorable Firstname Surname
Governor of State
Dear Governor Surname,
Very truly yours,

STATE SENATOR

The Honorable Firstname Surname
Dear Mr./Ms. Surname,
Sincerely yours,

ASSEMBLY MEMBER

The Honorable Firstname Surname
Dear Mr./Ms. Surname,
Sincerely yours,

Make Your Views Known-Write a Letter

With hours spent in committee meetings, floor sessions, and commuting to and from the capitol, legislators do not always have time to meet or talk with people in their districts.

But, legislators do want to know what's happening back home. They want to know how you feel about issues, and the best way to tell them your opinion is to write a letter or email.

Writing a letter or an email is better than a telephone call, as your legislator will have a written copy of your issue to look at and respond to. Most local legislators will read and answer the letter themselves, while federal office holders will have their staff sort through the letters and forward them on to be answered according to the content of the letter and its urgency.

Finally, it's your right to be heard! If you cannot be there in person, writing a letter or email is the next best thing and allows you one of the fundamental rights available in a democracy, the right to free speech in government ruled by the people!

Tips for writing a persuasive letter:

- Know your audience
- Clearly state your goal
- If you are writing about specific legislation, know the number of the bill
- Outline reasons to support your idea or opinion
- Declare what you would like to have happen
- Counter foreseeable negative opinions
- Cite common ground and common good reasons to make the desired change
- Make a strong case using the facts
- Show that possible negative elements are outweighed by benefits
- Summarize your position
- Be clear about your expectations
- Be polite, thoughtful and concise

Download the template for your business letter here:
http://democracyitis.ecb.org/do_more.htm



Instructions for filling out
the Letter Template

Click here to insert an image
from your computer

democracy it is! 

Click here to type your address

Click here to type the date

Click here to type
the name and address
of the recipient

Be sure to download our field-fillable template
located at:

http://democracyitis.ecb.org/do_more.htm

Click here to type the
salutation

Click here to type the body of your letter

Click here to close and
sign your letter