

CORRECT ADDRESSES, PROPER SALUTATIONS, AND CLOSINGS *continued*

GOVERNOR

The Honorable (full name)
Governor of Texas
State Capitol
P.O. Box 12428
Austin, Texas 78711-2428

Dear Governor (last name):

LIEUTENANT GOVERNOR

The Honorable (full name)
Lieutenant Governor of Texas
P.O. Box 12068
Austin, Texas 78711-2068

Dear Lt. Governor (last name):

STATE SENATOR

The Honorable (full name)
Texas Senate
P.O. Box 12068
Austin, Texas 78711-2068

Dear Senator (last name):

STATE REPRESENTATIVE

The Honorable (full name)
Texas House of Representatives
P.O. Box 2910
Austin, Texas 78768-2910

Dear Representative (last name):

COUNTY OR MUNICIPAL OFFICIALS

Call your County Clerk or local League of Women Voters office.

FAXES AND E-MAIL MESSAGES

When time is too short for letter writing, consider faxing or e-mailing your message. It is not the preferred method of communication, however, so do not overuse it. As with writing, be sure to email or fax **your** representative or official and identify yourself by district, county, or city.

To find fax numbers and e-mail addresses for each office, use these websites:

President and Vice-President:

www.whitehouse.gov

United States Senators:

www.senate.gov

United States Representatives:

www.house.gov

Governor:

www.governor.state.tx.us

Lieutenant Governor:

www.senate.state.tx.us

State Senators:

www.senate.state.tx.us

State Representatives:

www.house.state.tx.us

To find out who represents you in the U.S. Congress and in the Texas Senate and House, visit: www.capitol.state.tx.us/fyi/fyi.htm. The League of Women Voters of Texas website, www.lwvtexas.org, includes more links to citizen resources.

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How To Write Government Officials



LEAGUE OF WOMEN VOTERS®
OF TEXAS EDUCATION FUND

REMEMBER TO...

- Write legibly; type if possible.
- Be courteous and reasonable.
- Be sure you are writing to an elected official who can help solve your problem.
- Write to **your** representative or official, not one from another state or district, unless you are communicating with members of a committee holding hearings on your issue.
- Address your elected official properly.
- Identify yourself by indicating the district, county, or city in which you are a voter.
- Personalize your letter; form letters are not very persuasive.
- Know the issue and make your point in one page.
- Identify a bill by number and popular name if possible.
- Write to say you approve of actions, not just to complain or oppose.
- Write early in the legislative or congressional session before a bill has been introduced if you have ideas about issues you would like incorporated in legislation.
- Write while the issue is hot.

DO NOT...

- Begin your letter, “*As a citizen and a taxpayer...*”
- Begin with, “*I hope this gets by your staff...*”
- Apologize for taking his or her time.
- Use rude or threatening language. It will get you nowhere.
- Use vague language. Instead, let your elected official know what you want.
- Become a chronic letter writer.
- Send form letters. A thoughtful, sincere, personal note is best.
- Adopt a condescending attitude toward staff.
- Forget to thank your elected officials for their time and efforts.

CORRECT ADDRESSES, PROPER SALUTATIONS, AND CLOSINGS

For the names of your elected officials, call your County Clerk or the League of Women Voter in your area, or visit www.capitol.state.tx.us/fyi/fyi.htm.

Except for the President, the following letters close with “*Sincerely yours,*”

PRESIDENT

The President
The White House
1600 Pennsylvania Avenue, NW
Washington, DC 20500

Dear Mr. President:
Very respectfully yours,

VICE PRESIDENT

The Vice President
United States Senate
Washington, DC 20510

Dear Mr. Vice President:

U.S. SENATOR

The Honorable (full name)
United States Senate
Washington, DC 20510

Dear Senator (last name):

U.S. REPRESENTATIVE

The Honorable (full name)
House of Representatives
Washington, DC 20515

Dear Mr. or Mrs. or Ms. (last name):