

TIPS FOR WRITING YOUR CONGRESSMAN
For letters, emails and faxes

Date

Your Name
Address
City, State Zip

Dear (Representative/Senator) (Name),

My name is (your name) and I live in district (your district). I am writing to express my concerns about funding for public schools in the state of Texas.

Write your concerns by topic. Keep each letter specific to one topic. (Example: Do not combine your concerns about school finance and STAAR testing in one letter). Be factual not emotional. Provide specific rather than general information about how the topic affects you and others. If a certain bill is involved, cite the correct title or number whenever possible).

IMPORTANT: Close your letter by requesting the action you want taken: a vote for or against a bill, or change in general policy. Ask for what you want to happen.

Name:
Credentials: (Teacher, businessman, administrator, parent, etc.)
Address:
Phone Number:
Email:

Respectively,
(Your Name)

TIP: Email or fax your letter to save time. You can also call your representative or senator and use your letter as a script for the phone call.