Basic Format for Addressing Members of Congress
To Your Senator:

The Honorable (full name)
(Room #) (Name) Senate Office Building
United States Senate
Washington, DC 20510

Dear Senator:

To Your Representative:
The Honorable (full name)
(Room #) (Name) House Office Building
United States House of Representatives
Washington, DC 20515

1. Be courteous and respectful without "gushing."
2. Clearly state the purpose of your letter. If it's about a certain bill, identify it correctly. If you need help in finding the number of a bill, use the Thomas Legislative Information System.
3. Say who you are. Anonymous letters go nowhere. Even in email, include your correct name, address, phone number and e-mail address. If you don't include at least your name and address, you will not get a response.
4. State any professional credentials or personal experience you may have, especially those pertaining to the subject of your letter.
5. Keep your letter short -- one page is best.
6. Use specific examples to support your position.
7. State what it is you want done or recommend a course of action.
8. Thank the member for taking the time to read your letter.

Never Ever

1. Never use vulgarity, profanity, or threats. The first two are rude and the third one can get you a visit from the Secret Service. Don't let your passion get in the way of making your point.
2. Never fail to include your name and address, even in e-mail letters.
3. Never demand a response.

Identifying Legislation Cite these legislation identifiers when writing to members of Congress:

House Bills: **"H.R._____"**
House Resolutions: **"H.RES._____"**
House Joint Resolutions: **"H.J.RES._____"**
Senate Bills: **"S._____"**
Senate Resolutions: **"S.RES._____"**
Senate Joint Resolutions: **"S.J.RES._____"**