



Communicating with Legislators

There are several ways you can communicate with your legislator using the checklist given below.

Telephone: A telephone call provides a direct line to your legislators' office. Outline your issue and be sure to have the staff take down your name and number.

Letter Writing: A personal note provides direct communication between a constituent and the legislator on a specific legislative proposal, providing information from the district. This note can either be sent via email or by regular mail. Emails are a fast and effective way of getting your message across.

Checklist for Writing A Letter to a Legislator

Be Brief – Be Legible – Be Polite – Be Timely

- Keep your letter brief and to the point.
- Do not use form letters. Write in your own words. You can use the talking points provided by PTA to construct your letter in your own style.
- Cover only one subject. Identify the topic and bill number.
- Ask for a response. How will he/she vote? How does he/she feel on this issue? Is there anything you can do?
- Be courteous and businesslike. Always say thank you.
- Be sure to include your name, address, city, state, zip code.

Forms of address

Governor: The Honorable _____
Dear Governor _____:

State Senators: The Honorable _____:
Dear Senator _____:

State Representatives: The Honorable _____:
Dear Representative _____:

For the addresses of your legislators please go to:
<http://www.leg.state.fl.us/Welcome/index.cfm?CFID=87003130&CFTOKEN=22816812>