



**School Administrators Alliance**

*Representing the Interests of Wisconsin School Children*

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## Writing to Legislators

Individually written letters make a greater impression on a legislator than mass-generated form letters. When time is of the essence, send an email to your legislator.

**Be specific.** Your purpose for writing should be stated in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, be sure to identify its number and topic.

**Clearly state your position.** Explain why you support or oppose this particular issue. Keep in mind that local examples concerning the impact of this legislation are very powerful. Be courteous and to the point, keeping your letter focused on one issue.

**Ask for a response.** Indicate to your legislator that you would appreciate a reply containing his or her position on the issue.

**Follow up.** If you agree with your legislator's vote, take the time to let him or her know that. Similarly, if you disagree with his or her vote, inform your legislator politely.

**Put your mailing address and phone number on all correspondence.** This is particularly important for emails. Legislators get hundreds of emails every day. You want to make sure that your legislator's staff knows that you are a constituent.