

Fact Sheet: Sending Elected Officials Emails, Letters, and Faxes

Emails

You can also contact your elected officials by email. Keep in mind that the people who read the emails for elected officials usually don't read the whole thing. Instead, they will skim to find out what law the email is about.

You should put a clear request in the email subject line. For example, Sally Jones might send an email with the subject line **Please Support the Beekeeping Act, H.R. 2899**. Even though the body of your email might not be read, it is still good to send emails. When a lot of people send messages about a law, it shows that elected official that it is something they should keep in mind when voting on it.

Letters and faxes

Benefits of writing letters

Writing a letter is a little more helpful than writing an email. Your elected officials are more likely to notice a bunch of paper letters than a bunch of emails. Elected officials keep track of how many letters or emails they get about a problem. So, if one problem is getting a lot of emails or letters, it may make them think more about that problem.

A good thing about letters is that they are postmarked. This means that a mark is put on the letter to show where it came from. That proves that you are a real constituent living in your elected official's state or district.



Faxing

There is another method that combines parts of emails and paper letters called **faxing**. Elected officials have fax machines in their offices. Fax machines have numbers like phones do. They also have printers attached.

There is a website called FaxZero that you can use to send faxes to your elected officials. Here's how it works:

1. You type out what you want to say.
2. FaxZero sends the message to the fax machine of your elected official.
3. Your elected official's fax machine will print out your message as a paper copy.

You can fax any number you want, but there is a special part of FaxZero's website to fax your members of Congress. You can find your Senators at https://faxzero.com/fax_senate.php, and find your Representatives from the House of Representatives at https://faxzero.com/fax_congress.php.



Template for letters and faxes

Here is a template for sending a letter or a fax to an elected official:

[Date]

[Elected official's full name]

[Address]

Dear **[elected official's name]**:

I am writing to urge **[elected official's name]** to support **[law or policy]**. Laws that **[fix a certain problem - explain here]** are very important to me because **[reason]**.

[Use this space to talk more about how the law or policy you are writing about will help people].

I would like to learn more about what you are doing to address **[problem]**, so I look forward to hearing back from you about your thoughts on this.

Thank you for taking the time to read and respond to my letter. I think **[problem]** is an important issue, and would like to make sure that it is fixed by **[how you think it should be fixed - explain here]**.

Sincerely,

[Your full name]

[Address]

[Phone Number]

[Email Address]

Example letter

Here is what a letter from Sally to Representative Smith might look like:

February 27, 2017
Representative Anne Smith
1000 Town Center
Normaltown, CA

Dear Representative Smith,

Laws that will control where bees can live are very important to me because right now, there are so many bees in my town that it is difficult and scary to go outside. The Beekeeping Act will help fix this problem by giving money towards building a bee colony away from our town. A lot of my friends and neighbors have been hurt by the bees, so doing this will help them feel safe again, and also help save money on health care.

I would like to learn more about what you are doing to address the bee swarm problem, so I look forward to hearing back from you about your thoughts on this.

Thank you for taking the time to read and respond to my letter. I think controlling the bees is an important issue, and would like to make sure that it is fixed by making sure all the bees have a place to live that isn't in our towns and cities.

Sincerely,

Sally Jones

Sally Jones
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