



## HOW TO FIND YOUR ELECTED OFFICIALS

A quick way to find your legislator is via the internet at: [www.senate.mo.gov](http://www.senate.mo.gov)

How to use this site:

At the top of the Missouri State Senate web page is an option, “**Find your Legislators**”. Click on “**Search**” from the drop down options list. Enter your 9-digit zip code and click on “**Lookup Legislators**”.

(If you don’t know your 9-digit zip code you can access that information by clicking on “**Go to USPS Zip Lookup**” offered on the same screen.)

The information returned will provide the names and district numbers of your state and U.S. elected officials. To obtain a mailing address, phone number or to send an email , just click on the name and follow the prompts.

## TIPS FOR CONTACTING YOUR ELECTED OFFICIALS

When contacting your elected official by U.S. Post, email, or fax keep the following tips in mind:

1. The suggested style for the envelope is:  
“The Honorable \_\_\_\_\_”
2. The salutation should read, “Dear title” (Governor, Senator, Representative) “name”
3. Briefly introduce yourself and where you live.
4. If possible, state one issue or concern.
5. Support your position with brief, factual information regarding how specific legislation will affect you or your family member.
6. Keep the tone of the letter respectful.
7. Be sure to provide your full name and address on all correspondence. This is especially important these days when envelopes with no return address could be viewed as potential danger.

