



Communicating with Elected Officials

Tips on Telephoning Your Elected Representatives

Federal: To call your senators and representatives, you may always call the U.S. Capitol Switchboard at (202) 224-3121 and ask for your senators' and/or representative's office. See the next page for direct numbers and how to find other contact information for them as well. Print this document and keep the information readily accessible.

State: To find your state senator or assemblymember, [visit this link to search by address or zip code](#) and record that information on the next page as well.

Remember that telephone calls are usually taken by a staff member, not the legislator. Ask to speak with the aide who handles the issue about which you wish to comment. After identifying yourself, tell the aide you would like to leave a brief message, such as: "Please tell Senator/Representative/Assemblymember (Name) that I support/oppose (Bill number)." You will also want to very briefly state reasons for your support or opposition to the bill. Ask for your senators' or representative's position on the bill. You may also request a written response to your telephone call.

Tips on Writing Your Legislators

The letter is the most popular choice of communication with a legislative office. The most expeditious way of sharing your letter is to fax it to the legislator's office, particularly if you are addressing members of Congress. Regular mail does not reach Congress in a timely fashion unless mailed to the district office. If you decide to write a letter, this list of helpful suggestions will improve the effectiveness of the letter:

1. Your purpose for writing should be stated in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, identify it accordingly, e.g., Federal: H. R. __, S. __; State: AB __ SB __.
2. Be courteous, to the point, and include key information, using examples to support your position.
3. Address only one issue in each letter; and, if possible, keep the letter to one page.

Addressing Correspondence (the links above will take you to the legislator's website which will provide the appropriate mailing address and fax/phone numbers):

To a Senator:

The Honorable (full name)
__(Rm.#)__(name of)Senate Office Building
United States Senate
Washington, D.C. 20510
Dear Senator:

To a State Senator:

The Honorable (full name)
State Capitol, Room #____
Sacramento, CA 95814
Dear Senator:

To a Representative:

The Honorable (full name)
__(Rm.#)__(name of)House Office Building
United States House of Representatives
Washington, D.C. 20515
Dear Representative:

To an Assemblymember:

The Honorable (full name)
State Capitol, Room #____
Sacramento, CA 925814
Dear Assemblymember:

Tips on E-mailing Legislators

Generally, the same guidelines apply as with writing letters to Congress. You may find and e-mail your legislators directly from their websites (links on reverse). Be certain to include the action you wish them to take in the subject line: "Vote no on H.R. 123."

[Click here to learn more about the legislative process in California.](#)



My Government Contacts

FEDERAL

President

Barack Obama (D)
The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500

Comments: (202) 456-1111
Switchboard: (202) 456-1414
FAX: (202) 456-2461

Online comment form:
<http://www.whitehouse.gov/contact/>

U.S. Senators

Sen. Barbara Boxer (D) – Phone (202) 224-3553
Fax (202) 224-0454
Or e-mail through the “contact me” link on her
website: <http://boxer.senate.gov>

Sen. Dianne Feinstein (D) – Phone (202) 224-3841
Fax (202) 228-3954
Or e-mail through the “contact me” link on her
website: <http://feinstein.senate.gov>

You may also call local offices within California listed
on their websites.

U.S. Representative

Find yours at www.house.gov or search our online
directory [here](#).

Name _____

Phone _____ Fax _____

District office phone _____

Or e-mail through “Write Your Representative”
<https://writerep.house.gov/writerep/welcome.shtml>

STATE

Search for your California legislators by address or zip
code: <http://www.legislature.ca.gov/>

State Senator

Name _____

Phone _____ Fax _____

District office phone _____

E-mail: _____

(add to your address book)

State Assemblymember

Name _____

Phone _____ Fax _____

District office phone _____

E-mail: _____

(add to your address book)



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