

## Who to write?

### Who are your congressional representatives?

You can easily determine who your elected officials are by visiting the Georgia Secretary of State's website at [MVP.SOS.GA.gov](http://MVP.SOS.GA.gov). If you are a registered voter, type the information requested then your specific district information along with other details will be listed. If you are not a registered voter, you may call the Elections Office and they will be able to provide the information.

To contact your congressional representatives or senators by phone, call the U.S. Capitol switchboard at 202.224.3121 and be prepared to provide your zip code.

### Who are your state and local officials?

Visit [GwinnettCounty.com](http://GwinnettCounty.com) to find information on your state elected officials.

You may also get information about the Georgia General Assembly on either branch online at [Legis.GA.gov](http://Legis.GA.gov).

**Keep in mind that letters to your own representative are much more effective than letters to a representative who is interested in issues you favor but does not represent your district.**

## Where to find more information?

League of Women Voters of Georgia  
[LWVGA.org](http://LWVGA.org)

Libertarian Party  
[LP.org](http://LP.org)

Republican Party  
[GwinnettRepublicans.org](http://GwinnettRepublicans.org)

Democratic Party  
[Democrats.org](http://Democrats.org)

Georgia Secretary of State's Office  
[SOS.GA.gov](http://SOS.GA.gov)

## Your Choice, Your Voice, Your Vote!

Gwinnett County  
Board of Registrations and Elections  
455 Grayson Highway, Suite 200  
Lawrenceville, GA 30096  
678.226.7210



## YOUR RIGHT TO WRITE

Influence your elected officials by  
writing a letter

Gwinnett County  
Board of Voter Registrations  
and Elections

# YOUR RIGHT TO WRITE

As an American, you have the privilege to vote for your government leaders. But voting is only one of the many ways citizens can participate in the political process. Writing a letter to your elected officials is another powerful way to have your voice heard – it is a fundamental component in democracy’s toolbox!

## Why bother?

While elected officials are swamped with information from professional lobbyists and special interest groups, a single letter from a constituent voicing a personal experience has a genuine chance of breaking through the daily legislative clutter.

- A letter from one woman saved football from being outlawed in Georgia in the late 1890’s
- Letters from two women to Congress led to the admission of women to the U.S. Naval Academy in 1975
- A grassroots, letter-writing campaign by Georgia cosmetologists convinced the General Assembly to change cosmetology certification standards in 2001
- Letters from Georgia high school students convinced state legislators to support legislation based on their school wetlands project

Former Arizona Congressman Morris Udall wrote that, *“As for impact, there have been many instances where a well-worded and persuasive letter either changed my mind or caused me to review my opinion.”*

# WRITING TIPS

- **Be Brief.** Begin your letter by stating that you are a resident of the official’s district and follow with your main point. For elected officials, it boils down to a “yes” or “no” because that is how they must vote.
- **Be Specific.** Stick to one issue per letter. Discussing multiple topics could dilute your message. Be sure to include the bill number, title, and sponsor if you are commenting on specific legislation.
- **Be Confident.** Draw from your own experiences and opinions which will show elected officials that you are passionate about the issue you are writing about.
- **Be Direct.** Let your elected official know what action you want him to take, such as introduce legislation, vote for or against a bill, or speak out on an issue.
- **Be Polite.** However much you disagree with an official’s position, do not threaten, insult, or call the elected official names.
- **Don’t Forget to Compliment.** Give credit or thanks when it is due. Finish your letter with a short, complimentary closing, and your signature.
- **Keep Your Letter Timely.** Keep track of when the issue will be discussed or voted on and send your letters at the appropriate time in the process.
- **Personalize Your Letter.** The more effort that is put into a letter, the more seriously it will be taken. A personalized letter may count more than an email, form letter, or phone call.

# THE FORMAT

The heading of the letter should include your return address and the date. The inside address and greeting should follow the examples below:

## President of the United States:

The Honorable (full name)  
The White House  
Washington, D.C. 20500

Dear Mr. President:

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## Members of the U.S. Senate:

The Honorable (full name)  
United States Senate  
Washington, D.C. 20510

Dear Senator (last name):

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## U.S. House of Representatives:

The Honorable (full name)  
U.S. House of Representatives  
Washington, D.C. 20515

Dear Congressman or  
Congresswoman (last name):

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## Members of the Georgia Senate:

The Honorable (full name)  
Georgia Senate  
(Office Address)

Dear Senator (last name):

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## Governor of Georgia:

The Honorable (full name)  
203 State Capitol  
Atlanta, GA 30334

Dear Governor (last name):

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## Members of the Georgia House:

The Honorable (full name)  
Georgia House of Representatives  
(Office Address)

Dear Representative (last name):

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**Make certain that all your address information is current.**

**THINK, WRITE, MAKE A DIFFERENCE**

