



Proper way to address letters:

Representative (last name)
Minnesota House of Representatives
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155- 1298

Senator (last name)
Minnesota Senate
75 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155-1606

Proper salutation:

- Dear Representative (last name)
- Dear Senator (last name)

COMMUNICATING WITH LAWMAKERS

BEST WAY TO COMMUNICATE

- ✓ **Snail mail:** Personal and handwritten notes are incredibly effective in catching a legislator's attention. Legislators would much rather get one short, simple, handwritten note than a form letter or postcard. Each [House](#) and [Senate](#) member denotes their communication preference on their legislative page with a red asterisk. Respecting their preference will be the most effective way to ensure your letter is read.
- ✓ **Email:** All [House](#) members and most [Senate](#) members have email addresses. Keep legislative and political communications separate. Legislators must be very careful about not using their legislative email accounts for campaign purposes.
- ✓ **Phone:** Rarely will a legislator hand out their personal cell phone number. You can find phone numbers in the [legislative directory](#). It is up to each member how much information they give out on their legislative page. But remember, lawmakers are usually in committee meetings or voting—a Legislative Assistant will likely be answering your call.

MAKE YOUR COMMUNICATION EFFECTIVE

- ✓ **Be brief and clear.** Make your communication about one issue; identify your issue and your opinion on no more than one page.
- ✓ **Make a connection.** Always write your name, address and reason for expertise on your communication. If you know the legislator, refresh their memory as to how and where you met.
- ✓ **Be polite.** Even if you disagree, there may be other constituents on the other side of the issue. Thanking them for their time and service is also a great way to build a relationship for the future.
- ✓ **Offer to be of assistance.** Offer to testify in committee and to talk to others about your issue.

IT'S NOT JUST WHAT YOU KNOW...

IT'S WHAT YOU DO WITH WHAT YOU KNOW