

## Writing Letters To Members of Congress

### U.S. SENATE

Office of Senator (Name)  
United States Senate  
Washington, DC 20510

Dear Senator (Last Name)

Capitol Switchboard: Senate – 202-224-3121  
Web pages: [www.senate.gov](http://www.senate.gov)

### U.S. HOUSE OF REPRESENTATIVES

Honorable John Smith  
United States House of Representatives  
Washington, DC 20515

Dear Representative (Last Name)

House – 202-225-3121  
[www.house.gov](http://www.house.gov)

### SOME TIPS

Address your letters to the Representative and Senators who represent you in Congress. Do not write to a member of Congress from another state. Be sure to include your local address in the letter.

Immediately identify the subject you are writing about, and limit your letter to one topic. If it concerns a specific bill, identify it by name and number (S.-“Senate bill”/H.R. – “House bill”- e.g. S. 128 or H.R. 200). Clearly identify the position and action you want your member to take (e.g. please co-sponsor and vote in favor of H.R. 32. Or please vote against the Hargrove amendment to S.45).

Inform the Senator or Representative why you are advocating this position. State facts; give examples. Tell how the legislation will affect you as an educator and what will be the effect on your students, school, community, and state. Do not generalize. Be specific.

Keep the letter to one page or two at most.

Be polite. Your letter should be positive and constructive. Never threaten.

Repeat your reason for writing. Thank the Senator or Representative for his/her consideration and cooperation. Mention that you would appreciate receiving a response.

### Contacting The White House

The same tips apply to contacting the White House:

President \_\_\_\_\_

The White House  
1600 Pennsylvania Avenue NW  
Washington DC 20500  
National Council for the Social Studies

E-mail: [president@whitehouse.gov](mailto:president@whitehouse.gov)  
Phone: (202) 456-1414  
Fax: (202) 456-2461