

How to Write a Letter to Your Lawmaker

- Keep your letter short.
- Type or write clearly.
- Write in your own words.
- Cover only one issue.
- Clearly identify your issue. (Use the bill number if you have one. Hundreds of bills are introduced each session).
- State your reason for writing. (Use personal experiences to illustrate your viewpoint).
- Your letter should be timely.
- Be factual and support your position with information about how legislation is likely to affect you and others. Avoid emotional, philosophical arguments.
- Describe who you are as an individual. This means more to your legislator than your membership in CBF or other organizations.
- If you believe legislation is wrong and should be opposed, say so. Indicate the likely adverse affects, and suggest a better approach.
- Ask your representative for a commitment.
- Thank your elected officials when you are pleased with their response. When you disagree with a vote, let that be known too.
- Timing: Early in decision-making process.

Address your letter as follows:

MARYLAND

Senators

The Honorable _____
Miller Senate Bldg. or
James Senate Office Bldg.
Annapolis, MD 21401-1991
Dear Senator . . . :

Delegates

The Honorable _____
Lowe House Office Bldg.
Annapolis, MD 21401-1991
Dear Delegate . . . :