

**Format for Addressing Government Officials**

<b>Letter to</b>	<b>Address</b>	<b>Salutation</b>	<b>Closing</b>
President of the United States	The President The Whitehouse Washington DC 20500	Dear Mr./Mrs. President	Very respectfully yours,
U.S. Senator	The Honorable Jane/John Doe United States Senate Washington DC 20510	Dear Senator Doe	Sincerely yours,
U.S. Representative	The Honorable Jane/John Doe U.S. House of Representatives Washington DC 20510	Dear Mr./Mrs./Ms. Doe	Sincerely yours,
E-Mail to Congress	Subject Line: Identify topic or bill number Format of text: Your Name, Address, City, State, Zip, Salutation	Dear (Title)(Last Name):	
Members of the President's Cabinet	The Honorable Jane/John Doe The Secretary of _____* Washington DC	Dear Mr./Madam Secretary:	Sincerely yours,
Chair of Committee or Speaker of the House		Dear Mr. Chairman/ Madam Chairwoman OR Dear Mr./Madam Speaker	
Governor of Wisconsin	The Honorable Jane/John Doe Wisconsin Senate State Capitol P.O. Box 7882 Madison, WI 53707	Dear Governor Doe:	Sincerely yours,
State Senator	The Honorable Jane/John Doe Wisconsin Senate State Capitol P.O. Box 7882 Madison, WI 53707 Sen.(insert last name)@legis.state.wi.us	Dear Senator Doe:	Sincerely yours,
State Representative	The Honorable Jane/John Doe Wisconsin Assembly State Capitol [A-L: P.O. Box 8952] [M-Z: P.O. Box 8953] Madison, WI 53708 Rep.(insert last name)@legis.state.wi.us	Dear Representative Doe:	Sincerely yours,
Wisconsin State Legislative Hotline	1-800-362-9472		

## Guidelines for Contacting Government Officials

### Points to Remember:

Begin with the proper heading and address.

State the specific bill number or issue [*i.e.* H.R. \_\_\_\_\_ or S. \_\_\_\_\_]

Convey your purpose for writing in first paragraph

- State your opinion in the first sentence
- Concisely explain why you are concerned and present information to support your view.

State how the bill addresses the problem.

Close by urging your representative to take corresponding action by voting, calling a committee hearing, or answering your question.

Sign your name legibly and include your address. If your name could be either masculine or feminine, identify accordingly.

Include pertinent materials and/or editorials from the press or Internet

## Sample Letter

The Honorable Jane Doe  
United States Senate  
Washington, DC 20510

RE: Senate Bill 101, Campaign Spending Reform

Dear Senator Doe:

I support SB 101, the campaign spending reform bill, and I respectfully urge you to do so as well.

It is obvious from the mounting costs of election campaigns that some form of action is needed to control campaign financing. Recent data from the XYZ Agency indicates that the Senate candidates spent over \_\_\_\_\_ last election.

SB 101 contains provisions that will benefit both the public and the candidates for public office. I understand that the bill is now in committee. The final version must contain the following provisions:

- Limits on contributions a candidate may make to his/her campaign
- Provisions for administration and enforcement by the Fair Political Practices

The reform of election campaign financing is vital to the preservation of a fair and open electoral process. I urge you to use your initiative in committee to ensure that the above features are included in the final version of the bill. In addition, I encourage your support for SB101 when it comes up for a vote on the Senate floor. I would appreciate a response to this letter, indication your position on SB 101. Thank you.

Sincerely yours,  
Ms. Sally Smith  
101 South Main Street  
Anywhere, WI 53222

Enclosures