



## Communicating with State Legislators

### Find your state senator or state representative

1. To find your state senator and state legislator, go to [http://openstates.org/find\\_your\\_legislator/](http://openstates.org/find_your_legislator/) and type in your home address.
2. Once you have determined your state legislators, go to the following web sites for mailing address, e-mail address, and phone and fax numbers.  
State representative: <http://www.house.ga.gov/>  
State senator <http://www.senate.ga.gov/>

### Tips on Telephoning Your Elected Representatives

A telephone call is the most expedient method of communicating with your legislator. Remember that telephone calls are usually taken by a legislative aide, not the legislator. After identifying yourself, tell the aide you would like to leave a brief message, such as: "Please tell Senator/Representative (Name) that I support/oppose (bill number)." You will also want to very briefly state reasons for your support or opposition to the bill. Ask for your senator's or representative's position on the bill. You may also request a written response to your telephone call.

### Tips on E-mailing/Writing Your Legislators

E-mail is the most popular choice of communication with a legislative office. If you to write a letter, it is always more expeditious to fax a copy of the letter to the legislator's office. When e-mailing or writing a letter, this list of helpful suggestions will improve the effectiveness of your communication:

1. State your purpose for writing in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, identify the bill number (HB \_\_\_ SB\_\_\_).
2. When e-mailing your legislator, be certain to include the action you wish them to take in the subject line, such as: "Vote no on H.R. 123."
3. Be courteous, to the point, and include key information, using examples to support your position.
4. Address only one issue in each letter; and, if possible, keep the letter to one page.
5. Ask for a response, including his/her view on the issue and how he/she intends to vote.
6. Thank the legislator for considering your views.

### Addressing Correspondence

#### To a State Senator:

The Honorable (full name)  
Specific Office Address (see web site)  
Atlanta, GA 30334  
Dear Senator (last name),

#### To a State Legislator:

The Honorable (full name)  
Specific Office Address (see web site)  
Atlanta, GA 30334  
Dear Representative (last name),



**Make your voice heard on Georgia bills!**

Go to [ga.cwfa.org](http://ga.cwfa.org)

Click "Targeted Bills"

Check bills, status, voting record, and download talking points.

---