



# Communicating with Elected Officials

## Tips on Telephoning Your Elected Representatives

**Federal:** To call your senators and representatives, you may always call the U.S. Capitol Switchboard at (202) 224-3121 and ask for your senators' and/or representative's office. See the next page for direct numbers and how to find other contact information for them.

**State:** To find your state senator or assembly member, visit [www.legislature.ca.gov](http://www.legislature.ca.gov) to search by address or zip code and record that information on the next page as well.

Remember that telephone calls are usually taken by a staff member, not the legislator. Ask to speak with the aide who handles the issue about which you wish to comment. After identifying yourself, tell the aide you would like to leave a brief message, such as: "Please tell Senator/Representative/Assembly Member (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 Writing Your Legislators

The letter is the most popular choice of communication with a legislative office. The most expeditious way of sharing your letter is to fax it to the legislator's office, particularly if you are addressing members of Congress. Regular mail does not reach Congress in a timely fashion unless mailed to the district office. If you decide to write a letter, this list of helpful suggestions will improve the effectiveness of the letter:

1. Your purpose for writing should be stated in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, identify it accordingly, e.g., Federal: H. R. \_\_, S. \_\_; State: AB \_\_ SB \_\_.
2. Be courteous, to the point, and include key information, using examples to support your position.
3. Address only one issue in each letter; and, if possible, keep the letter to one page.
4. Ask for a response, including his/her view on the issue and how he/she intends to vote.
5. Thank the legislator for considering your views.

**Addressing Correspondence** (the links above will take you to the legislator's website which will provide the appropriate mailing address and fax/phone numbers):

### To a Senator:

The Honorable (full name)  
United States Senate  
Washington, D.C. 20510  
Dear Senator:

### To a State Senator:

The Honorable (full name)  
State Capitol  
Sacramento, CA 95814  
Dear Senator:

### To a Representative:

The Honorable (full name)  
United States House of Representatives  
Washington, D.C. 20515  
Dear Representative:

### To an Assembly Member:

The Honorable (full name)  
State Capitol  
Sacramento, CA 95814  
Dear Assembly Member:

## Tips on E-mailing Legislators

E-mail, or webmail is fast becoming a preferred way of contacting public officials. Generally, the same guidelines apply as with writing standard correspondence. You may e-mail your legislators directly from their websites (links on reverse). *Be certain to include the action you wish them to take in the subject line*, such as: "Vote no on H.R. 123."

[Click here to learn more about the legislative process in California.](#)



# My Government Contacts

## **FEDERAL**

### **President**

Barack Obama (D)  
The White House  
1600 Pennsylvania Avenue NW  
Washington, DC 20500

Comments: (202) 456-1111  
Switchboard: (202) 456-1414  
FAX: (202) 456-2461

Online comment form:

[www.whitehouse.gov/contact](http://www.whitehouse.gov/contact)

### **U.S. Senators**

Sen. Barbara Boxer (D)  
Phone (202) 224-3553  
Fax (415) 956-6701  
Or e-mail through the “contact me” link on her  
website: [boxer.senate.gov](http://boxer.senate.gov)

Sen. Dianne Feinstein (D)  
Phone (202) 224-3841  
Fax (202) 228-3954  
Or e-mail through the “contact me” link on her  
website: [feinstein.senate.gov](http://feinstein.senate.gov)

You may also call district offices within California  
listed on their websites.

### **U.S. Representative**

Find your representative by visiting  
[www.house.gov](http://www.house.gov) and search by ZIP code (upper  
right). Click on your representative’s name and then  
send your e-mail message through the “contact” link  
on his or her website.

## **STATE**

To find your state assembly member and senator,  
visit: [www.legislature.ca.gov](http://www.legislature.ca.gov)

Click “Search by Address” in the right toolbar, to  
find your legislators in Sacramento.

Use the space below to note your specific  
legislators:

My U.S. Representative

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

My State Senator

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

My Assembly Member

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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***Make your voice heard on California bills***

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

Click “Targeted Bills”

*Check bills, status, download talking points and sample letters*

