

## Writing Effective Letters

\* Address letters to Members of the House of Representatives as follows:

The Honorable John Doe  
Florida House of Representatives  
The Capitol  
Tallahassee, FL 32399-1300.

\* Address letters to senators this way:

Senator Jane Doe  
The Capitol  
Tallahassee, FL 32399-1100.

\* **Be absolutely certain you spell your legislator's name correctly** and use the correct address. If you don't, you could lose your audience.

\* Type or print legibly. Sign your name neatly and give your address correctly so they can respond to your letter.

\* Keep letters, email, and faxes brief. **Never write more than one page.** Concise written correspondence is more likely to grab and keep the reader's attention.

\* Identify your issue or opinion at the beginning of the letter, don't bury your main point under trivial text.

\* Cover only one issue per letter. If you have another issue to address, write another letter.

\* Back up your opinions with supporting facts. Your letter should inform the reader.

\* Avoid abbreviations or acronyms, and don't use technical jargon. Rather than impressing your reader, such terms will only frustrate him or her.

\* Don't send the same letter to more than one legislator. Personalized letters have more impact.