

How To Formulate a Letter To Your Lawmaker

The Honorable (first and last name)

House or Senate Wing
1700 W Washington
Phoenix, AZ 85007

Dear Senator (last name)

Or

Dear Mr. / Mrs. (Representative)(last name)

PARAGRAPH 1. Purpose of letter: What you want your lawmaker to do

I urge you to oppose / support _____(issue / bill / group).

PARAGRAPH 2. Why this issue important to you: personalize your letters

Nothing is more important than securing a quality education for Arizona's children.

PARAGRAPH 3. What's wrong / right with bill or idea

I am extremely concerned that _____(issue / bill / group) will do _____ . Explain why that is a good / bad thing.

PARAGRAPH 4. Reaffirm your commitment to this issue

I cannot emphasize to you the importance of _____(issue / bill / group). Explain why it is important.

PARAGRAPH 5. Ask for a response

I look forward to hearing your position on this issue.

Name

Address

Phone Number

E-mail address

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