



# Tips for Writing Your Legislator

- **Be sure to use the correct name and address.**

## Letter to Your Senator

Senator (full name)  
Alabama State House Room #  
11 South Union Street  
Montgomery, AL 36130

## Letter to Your Representative

Representative (full name)  
Alabama State House Room #  
11 South Union Street  
Montgomery, AL 36130

- **In the letter include the following:**
  - ▶ Bill number and sponsor (HB \_\_ for House and SB \_\_ for Senate)
  - ▶ The importance of the issue to you and your municipality
  - ▶ How it will impact your municipality and citizens
  - ▶ A business card (in case they have any follow-up questions)
- **Make sure to identify yourself as someone who is a constituent or local official in their district. You can say things such as:**
  - ▶ I am a constituent in your district
  - ▶ I am a mayor, councilman, councilwoman, town manager, etc. in your district
- **Keep your letter brief.** State why you **SUPPORT** or **OPPOSE** the legislation and state a few key points (**review the League's talking points on your topic**) that support your message.
- **Make a follow-up phone call** after you have sent your letter, ensuring they received it. This also gives you an opportunity to speak with the assistant/legislator.
- **Always remember to say thank you.**
- **Contact Greg Cochran or Kayla Farnon to report the outcome of your call.**
  - ▶ Greg Cochran: (334) 546-9092 or [gregc@alalm.org](mailto:gregc@alalm.org)
  - ▶ Kayla Bass: (334) 318-8925 or [kaylab@alalm.org](mailto:kaylab@alalm.org)

To reach members of the House: **(334) 242-7600**

To reach members of the Senate: **(334) 242-7800**

Specific contact information for your Representative or Senator can be found here:  
<http://capwiz.com/state-al/home/>