



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 a member of the Advocacy Team to report the outcome of your call.**
 - ▶ Greg Cochran: (334) 546-9092 or gcochran@almonline.org
 - ▶ Kayla Bass: (334) 318-8925 or kbass@almonline.org
 - ▶ Bryan Parker: (334) 324-9430 or bparker@almonline.org
 - ▶ Baker Allen: (205) 936-6526 or ballen@almonline.org

To reach members of the House: **(334) 261-0500**

To reach members of the Senate: **(334) 261-0800**

Specific contact information for your Representative or Senator can be found here:
www.legislature.state.al.us