



## 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 offices. 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 (right column) and record that information 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 may also want to very briefly state reasons for your support or opposition to the bill, but this is not necessary. Ask for your senators' or representative's position on the bill. You may also request a written response to your telephone call.

### Tips on Writing Your Legislators

Phone calls are the most popular and expeditious forms of communication. Calling your legislator is easy. Further, high volumes of calls receive considerable attention. Generally, you only need state your name, ZIP code and the position you would wish the legislator to take on a bill or issue. If you are simply unable to make calls, e-mail and contact forms through the legislator's website may be used, but are not ideal.

If you wish to write a letter, it is important to fax the letter to the legislator's office rather than mail it, particularly if you are addressing members of Congress. Letters from organizations on official letterhead get the most attention. Consider delivering personal letters directly to the legislator's district office – going with several others will make an even greater statement. If you write a letter, this list of helpful suggestions will improve the effectiveness of the communication. The same applies to e-mail or online contact forms:

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 Representative:

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

#### To a State Senator:

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

#### To an Assembly Member:

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

## My Government Contacts

### **FEDERAL**

#### **President**

Donald Trump (R)  
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. Kamala Harris (D)  
Phone (202) 224-3553  
Fax (415) 956-6701  
Or e-mail through the “contact” link on her  
website: [harris.senate.gov](http://harris.senate.gov)

Sen. Dianne Feinstein (D)  
Phone (202) 224-3841  
Fax (202) 228-3954  
Or e-mail through the “Email Dianne” 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: [findyourrep.legislature.ca.gov](http://findyourrep.legislature.ca.gov)

Enter your street address and click the “locate”  
button to find your legislators in Sacramento.

*Use the space below to note your specific legislators:*

My U.S. Representative

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

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

My State Senator

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

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

My Assembly Member

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

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