



COMMUNICATING WITH YOUR LEGISLATORS

An effective way to communicate your concerns with your legislators is by writing a letter. Phone calls are the quickest method of communication, but unless your legislator is available to speak with you, your concerns will be relayed to him or her through a staff member. In this way, neither your message nor your personal touch reaches your legislator directly.

For up-to-date information on state representation by county and zip code, and detailed information about how to contact your legislators, use the website: www.legis.state.pa.us. You can also find information about the current legislative session and links to all filed pieces of legislation at this site.

HOW TO CONTACT YOUR LEGISLATOR

Writing a letter is simple and is, in fact, the most popular method of reaching a member of Congress. When drafting a letter, please bear in mind these few basic suggestions:

Be Direct: State the purpose of writing your legislator in the first paragraph of the letter.

Be Accurate: If your letter concerns a specific piece of legislation, identify it as such, e.g., House bill: H.R. (number), Senate bill: S. (number). The Library of Congress provides a website that will assist you in researching a House or Senate bill number. Please visit the [Library of Congress](#) Web site.

Be Concise: Keep the letter to one page, if possible.

Be Efficient: Faxing your letter, as opposed to mailing it, is highly recommended. Mail typically takes four-to-six weeks to reach your legislator's desk. Legislators' fax numbers and other tools for writing your legislator is available on the [Find Elected Officials](#) page.



ADDRESSING YOUR LETTERS

You can direct postal correspondence to your Senator as follows:

Pennsylvania Senator

Honorable (full name)
Senate Post Office
Main Capitol Building
Harrisburg, PA 17120
Dear Senator (last name)

Pennsylvania Representative

Honorable (full name)
House Post Office
Main Capitol Building
Harrisburg, PA 17120
Dear Representative (last name)

U.S. Senator

Honorable (full name)
Senate Office Building
Washington, DC 20515
Dear Senator (last name)

U.S. Representative

Honorable (full name)
House Office Building
Washington, DC 20515
Dear Representative (last name)

