

Guidelines for Letter Writing to Senator or Representative

Format:

The Honorable (full name)

Address

Dear Senator or Representative:

1. Say who you are and why you are writing this letter. Do not state that this is for an assignment. Perhaps explain that you are a future voter and indicate why you are interested in the topic of modern slavery.
2. Provide detail about the circumstances which led you to write this letter. Describe some of the background information you have learned about the conditions of modern slavery. Be specific.
3. Request the action which you wish to be taken. Identify a proposed bill, policy, or international treaty which you wish your representative to support. This may require additional research on your part. Be specific.
4. Thank the representative for taking the time to read your letter.
5. Keep your letter to no more than 1 typewritten page (single spaced).
6. Include your correct name, address, phone number, and email address. This will improve the possibility of your receiving a response.

End your letter with:

Sincerely,
(Sign Name)
Print Name
Street Address
City, State, Zip Code
email address

Addresses:

Honorable Diane Feinstein
331 Hart Senate Office Building
United States Senate
Washington DC 20510

Honorable Jared Huffman
1406 Longworth House Office Building
United States House of Representatives
Washington DC 20515

Honorable Kamala Harris
112 Hart Senate Office Building
United States Senate
Washington DC 20510

Honorable Mike Thompson
231 Cannon Office Building
United States House of Representatives
Washington DC 20515