



Whether you are calling, writing, emailing, or meeting in person with a representative (local, state, or federal) here is an outline for any issue you are looking to address.

**Who are you?** (Introduce yourself, are you a voter? Are you in the district? Are you with an organization? Other relevant info about you Ect..)

**What is the issue?** (If you have background on the issue, you should divide into two paragraphs, the first dealing with the big problem (i.e. health care, immigration, mass incarceration ect). The second paragraph really focusing on the issue you are looking for them to address.)

**Why is this issue important to you?** (What ties you to this issue? Do you have a personal connection to this issue?)

**The Ask** (What are you specifically asking them to do? Vote for a bill? Vote against a bill? Ect..)

**Follow Up** (If you are writing or calling ask for a response with how they are planning to act upon the information you shared, if you are in person meeting with staff or calling and speak to staff ask when is a good timeline to follow up to get the legislators view on the issue)

Make sure if you are writing or emailing that you include your name, address, and a phone number. If you are meeting in person make sure you leave contact info so there can be follow up.