



# DCPA TIPS ON EMAILING LEGISLATORS

- You are the expert.** Keep in mind that the legislator always needs knowledgeable individuals to provide them with information.
- Use contact forms.** Most DC legislators have a contact form on their website. The most efficient way to contact your representative/councilmember is to copy and paste prewritten text into the contact form. Councilmembers that do not have a contact form have their email provided.
  - [Congresswoman Eleanor Holmes Norton](#)
  - [DC Councilmembers](#)
- Consider emailing legislative staff.** Check to see if Legislators have staff listed. Staff with the titles similar to Legislative Director or Policy Advisor are important sources of information for those Legislators.
- Be direct.** Quickly state within the first two sentences which legislation/issue you support or oppose. Take a clear position.
- Always include the bill number.** Be sure to identify legislation by bill number (e.g., H.R. \_\_\_\_\_ or S.\_\_\_\_).
- Keep it concise.** No longer than 1 page and limited to 1 issue. No more than 500 words.
- Up to three main points.** Identify up to three of the strongest points that will be effective in persuading legislators.
- Provide counters to arguments against.** If you are aware of arguments against your position, briefly reference them followed by a succinct rebuttal to that argument.
- Personalize it.** Include a personal story to illustrate how the issue has impacted you, your family, and/or community. Personal stories are persuasive in shaping the legislators'/council person position.
- Support of legislator.** If you have supported the legislator, tell them. State whether you have voted, donated, attended town halls, etc. Do not tell legislators that you did not vote for them.
- Encourage the vote and request a response.** State how you want the legislator/council person to vote on the issue. Ask for a response.
- Courteous.** Be courteous and thank them for their time.