Tips for Writing Your Legislator

- Be sure to use the correct name and address.

<table>
<thead>
<tr>
<th>Letter to Your Senator</th>
<th>Letter to Your Representative</th>
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<tbody>
<tr>
<td>Senator (full name)</td>
<td>Representative (full name)</td>
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<tr>
<td>Alabama State House Room #</td>
<td>Alabama State House Room #</td>
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<tr>
<td>11 South Union Street</td>
<td>11 South Union Street</td>
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<tr>
<td>Montgomery, AL 36130</td>
<td>Montgomery, AL 36130</td>
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</tbody>
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- In the letter include the following:
  ▶ Bill number and sponsor (HB __ for House and SB __ for Senate)
  ▶ The importance of the issue to you and your municipality
  ▶ How it will impact your municipality and citizens
  ▶ A business card (in case they have any follow-up questions)

- Make sure to identify yourself as someone who is a constituent or local official in their district. You can say things such as:
  ▶ I am a constituent in your district
  ▶ I am a mayor, councilman, councilwoman, town manager, etc. in your district

- Keep your letter brief. State why you SUPPORT or OPPOSE the legislation and state a few key points (review the League’s talking points on your topic) that support your message.

- Make a follow-up phone call after you have sent your letter, ensuring they received it. This also gives you an opportunity to speak with the assistant/legislator.

- Always remember to say thank you.

- Contact Greg Cochran or Kayla Farnon to report the outcome of your call.
  ▶ Greg Cochran: (334) 546-9092 or gregc@alalm.org
  ▶ Kayla Bass: (334) 318-8925 or kaylab@alalm.org

To reach members of the House: (334) 242-7600

To reach members of the Senate: (334) 242-7800

Specific contact information for your Representative or Senator can be found here: http://capwiz.com/state-al/home/