

Sample Letter

The Honorable Lilly Smith
State Representative
State Capitol, Rm. H-647
Salem, OR 97301

RE: HB 0000, Relating to Structural Changes for the Oregon University System

Dear Representative Smith:

As your constituent, I urge you to support and cast your vote in favor of HB 0000, which proposes to raise the education level of Oregonians.

This bill will provide tuition accountability, access and affordability, and create efficiencies and cost control throughout the Oregon University System.

Thank you for your attention in this matter. If you have any questions or require clarification, please call me at 503- 399-6262.

Sincerely,

John Doe
123 Snow Terrace Lane
Sandy, OR 97023

TIPS

- Protocol for addressing legislators: The Honorable Lilly Smith (see example above).
- Keep letters brief, to the point, and respectful.
- Establish your credibility as a constituent in his/her district, and as a PSU Advocate (supporter, faculty member, student, alum, etc) If appropriate, use business stationary, but always include your home address as well.
- Identify the issue or bill, focusing on one issue at a time.
- Briefly state your position and how you would like the legislator to vote. BE CONCISE, with bullet points if necessary.
- *Always* thank legislators for serving and for their attention to the issue.