

How To Write Government Officials

Use your power to influence your elected officials: email, write, call, visit, vote

Find Who represents you? <https://my.lwv.org/texas/who-represents-you>

CORRECT ADDRESSES, PROPER SALUTATIONS, AND CLOSINGS

Close emails and letters with “Sincerely yours,” except for the president.

Tips for influencing your elected officials

1. When you contact your elected officials, let them know you are a constituent.
2. Discuss one topic and ask them to take a specific action
3. Keep your message short and simple

PRESIDENT

The President
The White House
1600 Pennsylvania Avenue, NW
Washington, DC 20500

Dear Mr. President:

Very respectfully yours,

VICE PRESIDENT

The Vice President
United States Senate
Washington, DC 20510

Dear Mr. Vice President:

U.S. SENATOR

The Honorable (full name)
United States Senate
Washington, DC 20510

Dear Senator (last name):

U.S. REPRESENTATIVE

The Honorable (full name)
House of Representatives
Washington, DC 20515

Dear Mr. or Mrs. or Ms. (last name):

GOVERNOR

The Honorable (full name)
Governor of Texas
State Capitol

P.O. Box 12428

Austin, Texas 78711-2428

Dear Governor (last name):

LIEUTENANT GOVERNOR

The Honorable (full name)
Lieutenant Governor of Texas
P.O. Box 12068

Austin, Texas 78711-2068

Dear Lt. Governor (last name):

STATE SENATOR

The Honorable (full name)
Texas Senate
P.O. Box 12068

Austin, Texas 78711-2068

Dear Senator (last name):

STATE REPRESENTATIVE

The Honorable (full name)
Texas House of Representatives
P.O. Box 2910

Austin, Texas 78768-2910

Dear Representative (last name):

**COUNTY OR MUNICIPAL OFFICIALS:
check your county website**