

WRITING TO YOUR ELECTED OFFICIALS

Your elected officials really do want to hear from you. A handwritten letter or letter typed on personal stationery can be a very powerful communication tool. Here are some guidelines for how to set up your letter:

1. Date
2. Salutation (Dear Representative, Senator, Governor, etc.)
3. Paragraph 1
 - Include a brief statement about who you are (constituent, person living with HIV, caseworker, etc.)
4. Paragraph 2
 - State the specific issue about which you are writing.
 - Use relevant research, when applicable, to back up your issue.
5. Paragraph 3
 - Tell your personal story in a heartfelt, but brief manner. Why should they care? How does this issue affect you?
6. Closing (Thank you, Sincerely, etc.)
7. Name and home address. Don't forget to sign it if you are typing your letter!

To find out who represents you and how to contact them, call or go online:

House: (651) 296-2146 or 1 (800) 657-3550
Senate: 651) 296-0504 or (651) 296-2887

<http://www.leg.state.mn.us/leg/Districtfinder.asp>