

## **TIPS FOR WRITING ELECTED OFFICIAL**

At your visit, it will be beneficial to include a thoughtful letter with your leave behind materials. If you're writing before or after your visit, you can use email, fax, or snail mail. The sample letter below can help.

Whether you're mailing or emailing your letter, the format is the same. Address your letter to the highest official who has responsibility for the issue—your senator, the mayor, an executive, or a state agency director. Share your personal story and how the issue impacts you. Clearly state the action you want at the beginning of the letter. Remember to thank the legislator. And close with your full name and address.

Email is timely and less formal, but it is more common and oftentimes preferred by legislators. A brief, hand-written, hard-copy letter is more personal and can catch the attention of legislators and staff. Due to postal precautions in Washington, DC, it will be quicker and more effective to mail or fax letters to your legislator's local office.

# Sample Letter

## Issue Specific Letter

DATE

The Honorable NAME

STATE LEGISLATIVE BODY

STATE CAPITAL CITY, STATE, ZIP

Dear TITLE AND LAST NAME:

As a constituent and a multiple sclerosis activist, I urge you to remember the most vulnerable citizens of our state as you make budget discussions this year. We understand the current fiscal situation and ask for sensible decisions that protect services that people living with MS and other disabilities rely on every day. [At the beginning, clearly state the specific request you want from the official.]

Every hour in the United States, someone is newly diagnosed with MS. It is an unpredictable, often disabling autoimmune disease that affects the central nervous system. More than 4,000 people in Kansas live with MS. The exact cause is still unknown, and there is no cure. [Provide any supporting background, and share a personal story about how the issue impacts you.]

You can help address the challenges each person faces through increased MS research, disability rights, access to quality health care, long-term care resources, and accessible, affordable insurance. Thank you for your help in moving us closer to a world free of MS. [At the end, re-state the request and thank the official.]

Sincerely,

NAME

ADDRESS

PHONE NUMBER (OPTIONAL)