

## Email to Legislators

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**E**mail is a fast, usually efficient way to contact your legislator. However, individual legislators receive email differently. Some prefer email above all other forms of communication; some do not read email for days or not at all. It is a good idea to call your legislator's office first and simply ask, "Does Senator Jones check email? Would that be a good way to send information to him?"

By using the guidelines for effective letter writing, your email will gain the attention of your legislator and his/her key staff. It is particularly important to use the letter writing guidelines because the number of emails sent to legislators is increasing and, unfortunately, some email senders use a "too informal" style that does not get across the message the sender desires.

Also, be sure to put your home address and telephone number in the body of your email. Most legislators wish to know who sent the email. Your email address is not sufficient.

Some legislators still maintain that there is no substitute for a well-written letter; however, most now see email as an acceptable means of communication.