

EMAILING YOUR LEGISLATORS



Why should you to take the time to email your legislators?

Ultimately, representatives and senators are elected to represent their constituents. They need to know how their constituents feel about certain issues (such as retirement) when they make decisions that impact the people of Georgia.

Hand-written letters make a significant impression and impact but emails can be just as effective. Emails are a quick and efficient way to reach out to your legislators. Emails are practically instant, so legislators will receive your email the same day (versus waiting possible 1-2 days for the mail). However, emails can get lost or buried in the shuffle of things. GREA has a few tips for writing effective emails to catch your legislator's attention.



What should you say in your email?

Similar to writing a letter, you should include the W's in your letter: **who, what, when, where and why**. They should understand who you are and where you are from. This information helps them make a personal connection to you. You should also be clear about the bill about which you are contacting them and what action you want them to take. Then, explain why you want to them to take that specific action.

Emails should be brief while also providing enough information for the legislator to understand why you want them to take a specific action. Emails are a great way to link to online resources. See the next page for more tips from GREA on writing emails to your legislators.

Whom do I send the email to? How do I get their contact information?

This will depend on the type of bill and where the bill is at in the legislative process. If the bill is still in committee, you should contact the committee members.

Legislators' contact information is available on the Legislature's website: www.legis.ga.gov. GREA will also specify which legislators to contact and their contact information when appropriate.

HOW TO EMAIL YOUR LEGISLATORS

5 STEPS

1

Address - properly and respectfully address the legislator.

For example: “Dear Representative Smith,” or “Greetings Senator Doe.”

2

Introduce yourself - include a little information about yourself to make a personal connection with the legislator.

For example: “I taught in ABC County for 32 years,” or “I grew up and taught kindergarten in XYZ County.”

3

Specifically ask them to take action - this should be a direct, brief statement.

For example: “I am writing to ask you to oppose HB 000 by Rep. John Doe.”

4

Explain why you want them to take this action - Use research to back up your argument. The email needs to be brief, so try to include links or attachments when possible.

5

Before you end your email, make sure to reiterate what action you would like for them to take and thank them for their time and consideration of the matter.

Tips!

- Keep it brief.
- Use a catchy but accurate subject line to get their attention (i.e. Please Oppose HB 000).
- Don't threaten, ever—this really goes without saying, but avoid anything that could be considered anything other than you simply airing an opinion, idea, or concern.
- Include contact information for the legislator or their legislative assistant should they need to reach out to you.