



# Letter/Email Writing Advocacy Workshop

Presented by Naomi Williams & Charlie Miller

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# Why is writing your Legislator Important?

- When you write your legislator, you are letting them know these issues are Important to their communities in their districts.
- The Legislator goes through a lot of different issues and topics during the Legislative session, so sometimes we must educate them on issues that matter to us.
- We must remember that this is a part time job for them.



# Who should you write to?

go to [Openstate.Org](https://www.Openstate.Org)

Click on “Find your Legislator” and Type in your address

There you will find both your Senate and House Legislator.

If you are writing a letter make sure you know their Legislative office address.

# 4 simple steps to Write a great letter/email

- 1. Introduce your self!
- 2. List the issues
- 3. Tell them why it matters to you!
- 4. Make the ask and say thank you!

## 4 Easy Steps to Share Your Story with Policymakers: Virtual Edition!



**1** **INTRODUCE YOURSELF**



- Thank your listener for the opportunity to write to them
- Tell them your name
- Tell them you are their **CONSTITUENT**
- Tell them where you live

**2** **LIST THE ISSUE**



- Tell them what issue you are writing them about
- Examples of possible issues:
  - Medicaid
  - Education
  - Housing
  - COVID
  - Employment
  - Voting

**3** **TELL THEM WHY IT MATTERS TO YOU**



- Describe how the issue impacts you or people you care for, either personally or professionally
- For example: Medicaid waivers allow me or my family member to live in the community

**4** **MAKE THE ASK AND SAY THANK YOU**



- Describe in 30 words or less what you would like the policymaker to do
- For example: I ask that you increase the number of slots for NOW/COMP Medicaid Waivers
- Thank them for considering your request!



# Template

We want to make sure we are Short Sweet and too the point.

Make sure you let them know you live in their District.

When writing about a issue you care about give them examples about why this matters to you.

Most Importantly make sure you thank them for their time

Letter/Email Template

Dear **[Insert YOUR Senator or Representative's name here]**,

My name is **[INSERT NAME]**, and I am your constituent. I currently live at **[INSERT YOUR STREET ADDRESS]**. I am writing to you today to discuss **[INSERT ISSUE]**. This issue is very important to me because **[TALK ABOUT WHY IT MATTERS TO YOU]**.

I am asking that you support **[INSERT ASK]**, which will make a tremendous impact on the disability community.

I look forward to working with your office on this important topic! Thank you for your time and consideration.

**[INSERT YOUR NAME]**

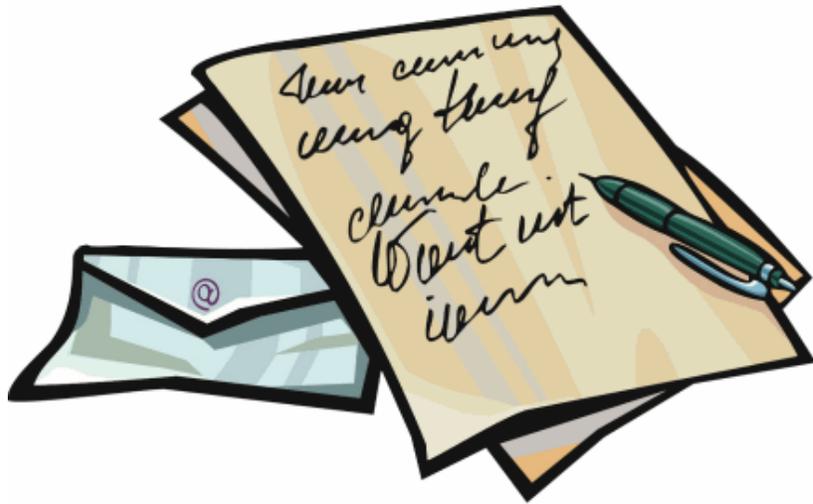


## Quick Tips and Tricks once you have reached out.

- If you come to a point and the legislator asks you a question you don't know the answer. It is ok to say I don't know Tell them you may not know the answer, but you can find out!
- Reach out and check in every now and then
  - they love to hear good news that things are working!
- Once you have Developed a Relationship with your Legislator Use GCDD as a resource to back you up with any facts or Policy information we would be happy to work with you to find any answers



Thanks for Listening and Happy advocating!



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## FIND US ONLINE

