



Easy Read Edition

They Work For Us: **A Self-Advocate's Guide to** **Getting Through to your** **Elected Officials**

Part 6: Letter Writing & Emails

6. Letter writing & emails



You can email your **elected officials**, or write them a letter.



The people who read the emails and letters for elected officials usually don't read the whole thing. Instead, they look quickly to find out what law the email or letter is about. But it is still good to send emails or letters.

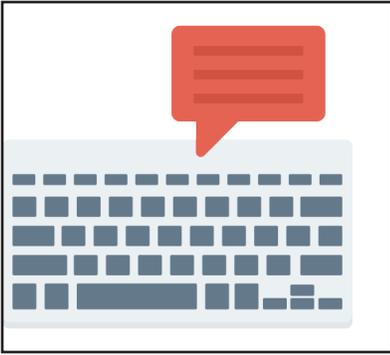


Elected officials keep track of how many letters or emails they get about a problem. So, if a lot of people write to them about a specific problem, it might make them think more about that problem.



It is good to get *a lot* of people to send letters or emails. Getting a lot of letters or emails about a law shows elected officials that people really care about that law.

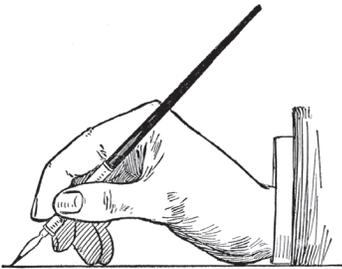
Sending emails



You should explain in the email's subject line what you want your elected official to do.

For example, Sally might send an email with the subject line **Please Support the Beekeeping Act, H.R. 2899.**

Sending letters



Writing a letter is a little more helpful than writing an email. Your elected officials are more likely to notice a bunch of paper letters than a bunch of emails.



A good thing about letters is that they are **postmarked**. This means that the post office puts a mark on the letter to show where it came from.



The postmark on your letter proves that you are a real **constituent** living in your elected official's state or **district**.

Sending Faxes



You can also send letters to your elected officials by **fax**. There is a website called FaxZero that you can use. Here's how it works:



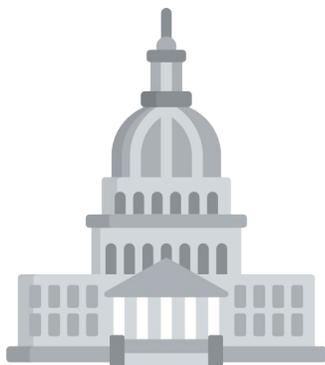
1. You type out what you want to say.



2. FaxZero sends the message to the fax machine of your elected official.



3. Your elected official's fax machine will print out your message as a paper copy.



You can fax any number you want, but there is a special part of FaxZero's website to fax your members of Congress. You can fax your Senators [here](#). You can fax your Representatives from the House of Representatives [here](#).

Script for emails and letters

[Elected official's full name]

[Address]

Dear [elected official's name]:

Laws that **[fix a certain problem - explain here]** are very important to me because **[reason]**.

[Use this space to talk more about how the law or policy you are writing about will help people].

I would like to learn more about what you are doing about **[problem]**. I look forward to hearing back from you.

Thank you for taking the time to read and respond to my **[email/letter]**. I think **[problem]** is an important issue. I would like to make sure that it is fixed by **[how you think it should be fixed - explain here]**.

Sincerely,

[Your full name]

[Address]

[Phone Number]

[Email Address]

Example: Letter to Representative Smith

Representative Anne Smith
1000 Town Center
Normaltown, CA

Dear Representative Smith,

Laws that will control where bees can live are very important to me. Right now, there are so many bees in my town that it is difficult and scary to go outside. The Beekeeping Act will help fix this problem. It will give money towards building the bees a home away from our town. The bees have hurt a lot of my friends and neighbors. Building the bees a new home will help us feel safe again. It will also help save money on health care.

I would like to learn more about what you are doing about the bee swarm problem. I look forward to hearing back from you.

Thank you for taking the time to read and respond to my email. I think controlling the bees is an important issue. I would like to make sure that it is fixed by giving the bees a place to live that isn't in our towns and cities.

Sincerely,

Sally Jones
123 Community Lane
Normaltown, CA
888-555-0123
sallyjones@stopthebees.com

Glossary



constituent

If you're a constituent of an elected official, that means that you live in the area that the elected official represents.



district

States are split up into different districts. Each Representative in the House of Representatives comes from a different district.



elected officials

Politicians that we elect to the government are our elected officials. Elected officials listen to the problems that people have. Then, they make laws to fix these problems.



fax

A fax combines email and print letters. You send a message to an elected official's fax machine, and the fax machine will print out your message.



postmarked

A postmarked letter has a mark from the post office showing where it came from.

This publication is supported in part by a cooperative agreement from the Administration on Intellectual and Developmental Disabilities, Administration for Community Living, U.S. Department of Health and Human Services. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration on Intellectual and Developmental Disabilities policy.