

SAMPLE CORRESPONDENCE

A letter is a great way to introduce yourself, or to express an opinion on a specific issue or piece of legislation. This sample can be modified for email, or sent in paper form—both forms of communication are powerful.

TIPS:

Be brief.

Keep it to one page.

Quickly identify the primary subject of the correspondence and cover only one issue per letter.

Always be polite.

Even if you disagree.

Always be sure to thank the legislator for his or her time.

Month, Day, Year

The Honorable.....

Washington State Senate

State Capitol

P.O. Box (find address on www.leg.wa.gov)

Olympia, WA 98501

Dear Rep. Smith,

I'm writing to introduce myself as a proud alum and supporter of the University of Washington and of higher education. As a constituent, I am writing you to urge your continued support of the UW as you and other members of the Legislature continue to work on reinvesting in higher education.

I know you will be faced with tough questions in the weeks and months ahead with competing priorities and constituent needs. I am aware of the trade-offs in budget discussions and the impacts of taxes. However, I also want to see the UW continue to attract and retain the best faculty members, and to keep tuition affordable and quality high for the students and citizens of Washington state. Research conducted at UW attracts large numbers of federal research dollars, private gifts and grants. The UW helps bring new companies, new jobs and a strong financial boost that provides value for all citizens.

Thank you for working to find ways to reinvest in higher education and in our future. I look forward to working with you throughout the year.

Sincerely,

Your Name

Street address

City, WA

SAMPLE PHONE CALL SCRIPT

A phone call is an effective and convenient way to connect directly with a legislator.

TIPS:

Be patient, polite and persistent.

Be prepared with specific information such as bill number, title, subject matter, and examples. Personal anecdotes help illustrate potential impacts of action or inaction.

Always listen actively and politely. We can learn how legislators are approaching specific issues.

If a legislator asks you questions you do not feel prepared to answer, you can always defer questions to UW Impact.

Hi, I am Jane Doe, a constituent from the X District.
I would like to speak to Rep. Smith.

I am calling to introduce myself as an advocate/District Dawg from (neighborhood), and to state my support for the UW. As an alum, it is critical to me that you keep tuition affordable by reinvesting in higher education. My degree from UW is the critical foundation in my professional career, and I would not be who I am without my higher education experience.

I am asking for your support, and I would like to hear your position on reinvesting in higher education.

Thank you for your time, Rep. Smith.

THANK YOU
SAMPLE
CORRESPONDENCE

A thank you note is always a polite step to take after a visit, a phone call, or receiving an email response from a lawmaker.

While it's a courtesy appreciated by legislators, a thank you note is also an effective way to re-state your message and establish a relationship with your elected officials.



Month Day, Year

The Honorable.....
Washington State Senate
P.O. Box (find address on website www.leg.wa.gov)
Olympia, WA 98501

Dear Representative/Senator/Governor,

I appreciate your taking the time to [meet with me, take my call, respond to my letter/email], and for listening to my thoughts on higher education.

I realize that the state of Washington is facing some difficult decisions, but I truly believe that any decision to cut support for higher education would be contrary to the long-term interests of our state.

Thank you,
Your Name