Tips on how to talk with or write your State Legislators

• When time is short, send your letter by e-mail or fax.
• Be sure to include your full name, address, and a phone number both at work and at home.
• Your letter should be brief—not more than one page.
• Write on only one topic/subject.
• State the purpose in the opening paragraph, particularly the action you would like to see taken.
• Make it to the point and include how the issue affects you and/or your community.
• Be courteous.
• Ask for a reply.

How to address your letters to lawmakers appropriately:

State Senator:
The Honorable (add Senator's First and Last Name)
Missouri Senate Post Office
Senate Room Number
Jefferson City, MO 65101

Address in the letter: Dear Senator_____

State Representative:
The Honorable (add Representative’s First and Last Name)
House Post Office
Missouri House of Representatives Post Office
House Room Number
Jefferson City MO 65101

Address in the letter: Dear Representative_____

**The Governor:**
The Honorable Michael L. Parson  
Governor of Missouri  
P.O. Box 720  
Jefferson City, MO 65102

Address in the letter: Dear Governor Parson, _____

**Tips on how to call your State Legislators**

- Identify yourself as one of their constituents
- Be brief and clear/specific in your message
- Limit your call to one subject
- Be courteous
- Ask for a response