



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