



### **Tips for corresponding with Legislators**

There are many different ways to correspond with your legislators. One of the easiest is to send a letter or an e-mail. The following are some key things to consider when communicating with legislators.

1. Direct your communication to the correct address. If they are in session their address at the capitol building is probably the best way to reach them. You may also want to make sure that you now their local or in-district office address.
2. Keep the letter to one-page.
3. Be very direct and succinct in your ask.
4. The ask should occur in the first paragraph (*ie- "As an athletic trainer and a constituent, I am writing to request your support of LB 436, a bill to update the Athletic Training Practice Act in Nebraska).*
5. Make sure to include that you are a constituent as well as you contact information so that they can follow-up with any questions.
6. Using work letterhead, unless approved by your place of employment is something that should be avoided. If you would like to use NSATA Letterhead, the brand is available on the web-site. However, remember that your letter should contain a personal touch so a professional letter without letterhead is acceptable as well.
7. If you are using e-mail, it is recommended that you use a personal account versus a work account. There may be restrictions, put in place by your employer that prohibit the use of certain e-mail addresses in conjunction with political correspondence. Additionally, when using your personal e-mail addresses consider the address that you are using and ensure that they are not offensive or inappropriate.

The following is the general format for a letter to your legislator:

Date

Inside Address (Name, address, e-mail address)

First Paragraph should include your position (you are a constituent), your request/reason for writing. If there is a specific piece of legislation that you are referencing state what the legislation is (*ie- request support for LB 436).*

The second and third paragraphs should include facts to support your position as well as something that personalizes the correspondence.

The closing paragraph should thank the legislator and direct them to contact you if they have any further questions.

For a list of all Nebraska Legislators and to find your Senator please go to the following:



1. [https://nebraskalegislature.gov/senators/senator\\_list.php](https://nebraskalegislature.gov/senators/senator_list.php)
2. [https://nebraskalegislature.gov/senators/senator\\_find.php](https://nebraskalegislature.gov/senators/senator_find.php)