

10 Tips for Writing an Effective Letter to Your Legislator

1. Contact information for your legislator can be found on the [Government](#) information page of our website. It's as simple as plugging in your zip code.
2. Use the following salutations to address your legislator:

Local elected officials	State elected officials	Office of the Governor
Address as:	Address as:	Address as:
The Honorable...	The Honorable...	The Honorable... Office of the Governor
Salutation:	Salutation:	Salutation:
Dear Mayor... Dear City Councilman...	Dear Representative... Dear Senator...	Dear Governor ...

3. State your case briefly and succinctly, no rambling, no accusations, no foul language.
4. Outline specific key points, no more than three. For example: "If funding for the Pennsylvania Council on the Arts is reduced the Pittsburgh Poetry Players will be unable to provide programming for 300 elementary school students in your district."
5. Tell them what this means to your community, your staff, and you. If your group has had positive economic impact in your neighborhood, be sure to mention it.
6. Call the Greater Pittsburgh Arts Council for demographic or economic research to support your argument.
7. Put in a call for action by telling them what you would like them to do, "please vote for Bill #3".
8. Say thank you; if your legislator has been supportive of the arts in the past be sure to mention it.
9. Send a copy of the letter or email to the [Greater Pittsburgh Arts Council](#).
10. Make yourself available to a legislative staff person for follow up questions.