

Taking the step of contacting elected leaders at any level of government about an injustice or cause is such a fantastic step in advocacy and allyship.

You can find your elected officials at all levels of government here: https://www.usa.gov/elected-officials

**KEEP IT BRIEF**- Keep letters to one page. Try to discuss only one bill or issue in a letter. IDENTIFY YOURSELF- Begin with an introduction of yourself or the organization on whose behalf you are writing. Use a simple statement, such as "My name is \_\_\_\_\_. I am a nurse at hospital in (City/State)". This is very important. Make yourself real and tie yourself to the community. Identifying who you are and what you do, can also become part of your plea. FIND YOUR POINT, AND MAKE IT QUICKLY- Follow your introduction with a brief statement of your issue or concern. Follow your opening paragraph with a concise explanation of why you support or oppose the particular bill or issue. A few strong points is much more impactful than a long list of grievances. Bullet points can be helpful. RELATE IT TO HOME- Help the legislator/elected official understand why your position is important to his or her constituents.

**ALLOW FOR FOLLOW-UP-** Include specific contact information and offer to act as a resource should the legislator or staff have questions or need additional information. Include your full address and zip code.