



National Association for Sport and Physical Education

*an association of the American Alliance for Health,
Physical Education, Recreation and Dance*

NASPE Sets the Standard

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Communicating with your Legislator

An effective way to communicate your concerns with your legislator is by writing an email or sending a fax. Prior to the anthrax threat, letters were used. However, today, the screening process for mail may take up to one month. Phone calls are the quickest method of communication, but unless your legislator is available to speak with you, your concerns will be relayed to him or her through a staff member. In this way, neither your message nor your personal touch reaches your legislator directly.

Writing an email or faxing a letter is simple and is, in fact, the most popular method of reaching a member of Congress. When drafting a letter, please bear in mind these few basic suggestions:

Be Direct: State the purpose of writing your legislator in the first paragraph of the letter.

Be Accurate: If your letter concerns a specific piece of legislation, identify it as such, e.g., House bill: H.R. (number), Senate bill: S. (number). The Library of Congress provides a website that will assist you in researching a House or Senate bill number. Please visit the Library of Congress at <http://thomas.loc.gov/>.

Be Concise: Keep the letter to one page, if possible.

Be Efficient: Legislators' fax numbers and other write your legislator tools can be obtained by using the [Elected Officials](#) link on this website.

Addressing your Letters:

You can direct postal correspondence to your Senator as follows:

The Honorable (Name)
United States Senate
Washington, D.C. 20510
Dear Senator (Name)

You can direct postal correspondence to your Representative as follows:

The Honorable (Name)
United States House of Representatives
Washington, D.C. 20515
Dear Representative (Name)