

## Sending Emails to Legislators

Usually, administrative assistants to the legislator will receive emails from constituents like you. It's better to write your own email and ask for a response. You can find **legislative contact information** at the **PA General Assembly** website [here](#). It may help to refer to the template for a letter to a legislator [here](#).

### Here are some tips to write an email with impact!

1. **Tell your own story**—personalize the message so it separates your email from the mass emails that are sent from organizations.
2. **Be brief**—get to the point. Less is more. Use your strongest arguments. No attachments, please.
3. **Do your research**—use reliable information to make your case.
4. **Your ask should be actionable**—ask for a concrete response.
5. **Be respectful**—we can hope our legislators are public servants who care about making the lives of their constituents better. Make your comments respectful of their time and of their position.
6. **Proofread your email**. Nothing is a turn-off like spelling or grammatical errors. Have a friend or supportive adult proofread, but remember, this is **your** message!

**Word of caution:** Remember that when you send an email it is a public document. Make sure you can be proud of it.

**Sources:** Adapted by the League of Women Voters of Greater Pittsburgh from source material from the American Planning Institute and the [PA Youth Network Advocacy Toolkit](#)