



# Tips for Writing Your Legislator

- **Be sure to use the correct name and address.**

## Letter to Your Senator

Senator (full name)  
Alabama State House Room #  
11 South Union Street  
Montgomery, AL 36130

## Letter to Your Representative

Representative (full name)  
Alabama State House Room #  
11 South Union Street  
Montgomery, AL 36130

- **In the letter include the following:**
  - ▶ Bill number and sponsor (HB \_\_ for House and SB \_\_ for Senate)
  - ▶ The importance of the issue to you and your municipality
  - ▶ How it will impact your municipality and citizens
  - ▶ A business card (in case they have any follow-up questions)
- **Make sure to identify yourself as someone who is a constituent or local official in their district. You can say things such as:**
  - ▶ I am a constituent in your district
  - ▶ I am a mayor, councilman, councilwoman, town manager, etc. in your district
- **Keep your letter brief.** State why you **SUPPORT** or **OPPOSE** the legislation and state a few key points (**review the League's talking points on your topic**) that support your message.
- **Make a follow-up phone call** after you have sent your letter, ensuring they received it. This also gives you an opportunity to speak with the assistant/legislator.
- **Always remember to say thank you.**
- **Contact a member of the Advocacy Team to report the outcome of your call.**
  - ▶ Greg Cochran: (334) 546-9092 or [gcochran@almonline.org](mailto:gcochran@almonline.org)
  - ▶ Kayla Bass: (334) 318-8925 or [kbass@almonline.org](mailto:kbass@almonline.org)
  - ▶ Baker Allen: (205) 936-6526 or [ballen@almonline.org](mailto:ballen@almonline.org)
  - ▶ Kaleb Beck: (334) 262-2566 or [kbeck@almonline.org](mailto:kbeck@almonline.org)
  - ▶ Adam Kilpatrick: (334) 804-1967 or [akilpatrick@almonline.org](mailto:akilpatrick@almonline.org)

Specific contact information for your Representative or Senator can be found at the links below:

To reach members of the House, follow this link:

<https://alison.legislature.state.al.us/house-leaders-members?tab=1>

To reach members of the Senate, follow this link:

<https://alison.legislature.state.al.us/senate-leaders-members?tab=1>