

CONTACTING YOUR STATE LEGISLATOR

HOW TO WRITE YOUR STATE LEGISLATOR

The following advice is based on information provided by the State Universities Annuity Association.

Fundamental “Dos” ...

- Specifically ask for support of your position.
 - Address your legislator properly.
 - Write legibly (handwritten letters are fine if they are readable).
 - Be brief, to the point and discuss only one issue in each letter.
 - If possible, give an example of how the issue affects you personally.
 - Use your own words and your own stationery.
 - Include your address and sign your name legibly.
 - Ask the legislator to explain his/her position in their reply.
- Write your legislator when they do something of which you approve, not just when you are against something.

Fundamental “Don’ts” ...

- Do not send a postcard.
- Do not sign and send a form letter.
- Do not begin on a righteous note (“as a citizen and a taxpayer” and/or “as a concerned citizen”).
- Do not apologize for writing and taking their time. If your letter is short and expresses an opinion, they are happy to give it consideration.
- Do not be rude or threatening.
- Do not send a copy of your letter to other legislators; write each one individually.
- If you choose to email a legislator do not use a University email account.

HOW TO ADDRESS LETTERS

When writing to a State Senator, State Representative or the Governor
The Honorable John Doe (or Jane Doe) State Senator or State Representative
or Governor (address). For salutation-Dear Governor Quinn, Dear Senator or
Representative Doe

CONTACT INFORMATION FOR ELECTED OFFICIALS

Addresses and telephone numbers for legislators can be found at www.legis.state.il.us. Click on “Legislator Lookup” to search by your address or nine-digit zip code. You can also search for an individual name by using a search engine such as Google. You want to be writing the Senator/Representative for the district in which you live.

STATE SENATORS/REPRESENTATIVES ILLINOIS STATE AREA

44th, State Senator Bill Brady (R)
billbrady@senatorbillbrady.com
2203 Eastland Drive, Suite 3
Bloomington, IL 61704
(309) 664-4440

53rd, State Senator Dan Rutherford (R)
danrutherford@danrutherford.com
320 N. Plum Street
Pontiac, IL 61764
(815) 842-3632

88th, State Representative Dan Brady (R)
dan@rep-danbrady.com
202 N. Prospect Road, Suite 203
Bloomington, IL 61704
(309) 662-1100

106th, State Representative Keith P. Sommer (R)
sommer@mtco.com
121 W. Jefferson St.
Morton, IL 61550
(309) 263-9242

GOVERNOR PAT QUINN (D)
www.illinois.gov & choose "Contact the Governor"
207 State Capital
Springfield, IL 62706
(217) 782-0244