



## How To...

### **Effectively Communicate with Your Public Officials**

Active, informed constituents have a role to play in the public policy process, and in helping to fight for NCRSP retiree issues. Elected officials want to and expect to hear from their constituents. After all, as a registered voter in the area they represent, your viewpoint is important to them.

#### **Tips for Communicating with Your Public Officials:**

- ✓ Whether you are communicating in-person, by phone, or in writing, always be courteous and respectful.
- ✓ Contact those elected officials that represent you; they are the ones you have the power to help elect or defeat.
- ✓ Be brief and succinct in expressing your viewpoint.
- ✓ Ask for support and understanding of your perspective.
- ✓ Provide useful and factual information to support your position. The most effective communications include a personal story to support your position.
- ✓ Ask for a response.
- ✓ Thank the official for considering your views.

#### **When Writing to Your Public Officials:**

- ✓ State your purpose for writing at the beginning of your message.
- ✓ If your correspondence pertains to specific legislation, identify it by bill number (i.e., HB XXX in the House or SB XXX in the Senate).
- ✓ Use your correspondence to address a single issue.
- ✓ Include your address.

#### **When Phoning Your Public Officials:**

- ✓ Speak clearly and not too quickly.
- ✓ Identify yourself as a constituent. (You may be asked to provide your address.)
- ✓ State your request, i.e., "Please ask Senator/Representative (Name) to support/oppose (bill number or commonly used name/phrase for the issue.)"
- ✓ Just as in correspondence, address a single issue in the call.

#### **Addresses and Salutations for Communicating with Your Public Officials**

The following page contains general salutary guidelines, which apply to sending written correspondence to public officials.

**Federal Officials**

President of the United States

President (First and Last Name)  
The White House  
Washington, DC 20500

Dear Mr. President:

U.S. Senator

The Honorable (First and Last Name)  
United States Senate  
Washington, DC 20510

Dear Senator (Last Name):

U.S. Representative

The Honorable (First and Last Name)  
United States House of Representatives  
Washington, DC 20515

Dear Representative (Last Name):

Cabinet Secretary

The Honorable (First and Last Name)  
Secretary of (Agency Name)  
Agency Name  
Washington, DC Zip Code

Dear Secretary (Last Name)

**State Officials**

Governor

The Honorable (First and Last Name)  
North Carolina Office of the Governor  
20301 Mail Service Center  
Raleigh, NC 27699-0301

Dear Governor (Last Name)

NC General Assembly

State Senator

The Honorable (First and Last Name)  
North Carolina State Senate  
Street Address with Room Number  
Raleigh, NC Zip Code

Dear Senator (Last Name)

State House

The Honorable (First and Last Name)  
NC House of Representatives  
Street Address with Room Number  
Raleigh, NC Zip Code

Dear Representative (Last Name):

**Local Officials**

Mayor

The Honorable (First and Last Name)  
Mayor of (City Name)  
City, State Zip Code

Dear Mayor (Last Name):

City or County Legislator

(Use relevant title, i.e., Commissioner, Council Member)

The Honorable (First and Last Name)  
(City or County Name)  
Office Address at town hall or county office  
City, State Zip Code

Dear (Title) (Last Name):