

Tips for Writing Effective Letters to Lawmakers

- **State who you are and why you are writing in the first paragraph.** Let them know that you live in their district. Legislators receive a lot of mail, and letters from constituents are important to them. Stick to one issue: You support the Access Missouri program and want the General Assembly to protect it against any change that would harm students attending Missouri's independent colleges and universities.
- **Share your story.** Explain in your own words why you support the Access Missouri Financial Assistance Program and how it benefits you or someone close to you.
- **Be brief.** A one-page letter is sufficient and is strongly encouraged. If it is longer, you run the risk of it not being read thoroughly.
- **Review our [Talking Points](#) for key facts to include in your letter.**
- **Avoid personal attacks.** Focus on our positive messages and avoid name-calling.
- **Look at the [sample letter](#) for points to include in your letter.** It is intended as a guide, so please do not copy it verbatim.
- **Use the appropriate title.** All state legislators should be addressed as, Dear Representative/Senator (Last Name):
- **Respectfully ask for a response.** Having them contact you will keep the communication flowing.
- **Sign your letter and include a return address.**
- **Carefully review your letter.** Make sure it is clear and easy to read, and that there are no spelling errors.