



POSITION LETTER CHECKLIST

Taking Positions on Legislation & Writing a Successful Letter

When writing a letter of support or opposition to your legislator, a committee, or the governor, remember these tips:

- Write your letter on your district's letterhead.
- Identify what regions and communities your district serves.
- Be brief but thoughtful about the issue. Plan key message points that frame your content and emphasize the most important information.
- Explain how the issue impacts your district and the community you serve with meaningful examples, facts, statistics, or cost estimates, but avoid excessive detail, jargon, or clutter.
- Explicitly ask for support or opposition.
- Do not make any unreasonable requests or use an aggressive or passive aggressive tone.

