

Sample letters

Below are two sample letters, one addressed a legislator and the other to the governor. These are basic examples to use when drafting your own letters.

Brevity of thought and use of concrete examples are the two most important things you should remember when writing your representative in Sacramento.

You can highlight, cut and paste the text on this page into your word processing application (i.e., Microsoft Word, WordPerfect, etc).

Please note: This letters below are just examples. Please fill in the parentheses with your own words. You should change it to reflect budget vs. bill.

Governor's Office:

Governor Arnold Schwarzenegger State Capitol Building Sacramento, CA 95814 Phone: 916-445-2841 Fax: 916-558-3160 (new number)

District Offices:

Fresno Office 2550 Mariposa Mall #3013 Fresno, CA 93721 Phone: 559-445-5295 Fax: 559-445-5328

Los Angeles Office 300 South Spring Street Suite 16701 Los Angeles, CA 90013 Phone: 213-897-0322 Fax: 213-897-0319

Riverside Office 3737 Main Street #201 Riverside, CA 92501 Phone: 951-680-6860 Fax: 951-680-6863

San Diego Office 1350 Front Street Suite 6054 San Diego, CA 92101 Phone: 619-525-4641 Fax: 619-525-4640

San Francisco Office 455 Golden Gate Avenue Suite 14000 San Francisco, CA 94102 Phone: 415-703-2218 Fax: 415-703-2803

Washington D.C. Office 134 Hall of the States 444 North Capitol Street NW Washington D.C. 20001 Phone: 202-624-5270 Fax: 202-624-5280

Assembly: <http://www.assembly.ca.gov/acs/acsframeset7text.htm>

Senator: <http://www.senate.ca.gov/~newsen/senators/senemail.htm>

The Honorable (Legislator's Name)

Member of the California State Senate/Assembly

State Capitol Building

Sacramento, CA 95814

RE: Bill Topic, Number

Dear Senator/Assembly Member (Legislator's last name):

(Explain your title in your profession and/or area of expertise if it applies).

I am writing to you in (support/opposition) of (bill number and subject). As a constituent in your district, I thought I should bring the (positive/negative) effects of this bill to your attention.

If passed, (bill number) will (explain positive/negative effects the bill will have on you/your community, your profession, your services, etc., and why you believe your legislator should support/oppose it).

I thank you for taking the time to consider my opinion on this matter. I hope that my expressed concern will make a difference in your decision.

Sincerely,

(Your Name)

(Address)

(City/State/Zip)

(Telephone - include area code)

The Honorable (Governor's Name)

Member of the California State Government

State Capitol Building

Sacramento, CA 95814

RE: Bill Topic and number or Budget item

Dear Governor (Last Name):

I am writing to you in a last effort to inform you why you should sign/not sign (bill number and subject).

At this moment, (bill number) is on your desk waiting for your signature. If this bill is passed, it will have the following effect (explain positive/negative effects bill will have on you/your community, your profession, your services, etc., and why the governor should support/oppose it).

I am asking you to give serious thought to my position on bill (number) and to consider the (positive/negative) effects I have just summarized. Your decision will be one of important significance to our society.

Sincerely,

(Your Name)

(Address)

(City/State/Zip)

(Telephone - include area code)