

TIPS FOR WRITING YOUR CONGRESSMAN AND/OR SENATOR

We strongly encourage sending your correspondence via email for prompt delivery. Letters that are mailed are held for up to two weeks in a holding facility outside the District of Columbia, delaying receipt of important information.

FOR CONGRESS and THE SENATE:

- 1) Generally, if a member has a public e-mail address, it can be found on the member's website. The office may list a public e-mail address or provide a form directly on the member's website. The U.S. House of Representatives does not provide a listing of public e-mail addresses for the elected Representatives.
- 2) When sending your email, don't attach the letter, but copy and paste it into the email form provided by your Representative or Senator's office. Attachments can cause a delay in receipt of the email by your representative as they are scanned for viruses.
- 3) In your letter, if you are living in a different state from the one you went from as an IFYE, phrase your experience as "I am an IFYE alum originally from Texas, but now living in Illinois, etc.
- 4) After writing to your Congressman and/or Senator in Washington, D.C., send a copy of the letter addressed to the attention of the agricultural liaison or aide in their office in your state. Senators may have two or three offices scattered across a state, choose one closest to your home. Congressional Districts may only have one office depending on the area they cover, although most western state Congressmen usually have 2-3 offices as well. Again, select the one closest to you.
- 5) Writer can add a short paragraph (where indicated on the sample letter) describing their personal experiences while on their IFYE exchange and then a paragraph on how they have used this experience in their personal life – i.e., teaching a foreign language, going on trade missions, mission projects, working for FAS, USAID, or other global organizations.
- 6) ***It is extremely important to keep the letter to one page only, the space shown on the sample letter is about all you have. Be concise.**