



A CITIZEN'S GUIDE TO ADVOCATING AT THE WYOMING STATE LEGISLATURE

HOW TO EMAIL YOUR LEGISLATOR

Sending an email to your legislator only takes a minute or two and can be a meaningful way to connect. It is important to make sure it's personal: **If a group provides you with a pre-written form email, ignore it and write your own message, which will be much more effective.**

Outside of the session, legislators may benefit from a detailed email to help them understand your position on an issue. During the session, however, legislators get hundreds of emails and there simply aren't enough hours in the day to read them all. To ensure your message gets read, **keep it brief, straightforward, and respectful.**

FIND THE RIGHT CONTACT INFORMATION

To find the email addresses of your legislators, visit wyoleg.gov/legislators.

If you are writing to a specific committee, find a list of the main committees [here](#). After clicking the link for your committee of interest, the "Members" tab will show you who is on the committee. Then, click on their names to find their contact information.

For the greatest impact, write individual emails to each legislator.

WRITE YOUR EMAIL

Consider your subject line. In the subject line of your email, include the bill number (HB_, SF_) and what action you'd like the legislator to take. For example, "*Vote no on SF 16.*"

Address legislators correctly. Unless you know your legislator personally, address your email using formal salutations and titles. For example, "*Dear Representative/Senator _____*"

Keep your email brief. We suggest the following formula:

1. Introduce yourself and make a connection. (This is important — many legislators will read the first line and discard the message if they think it's a form email.). If you are their constituent, note your hometown.
2. State the position you want them to take (i.e. to oppose or support the legislation) and provide the title or subject of the bill as well as the bill number.

3. Explain why. Cite your personal experience or values. If you can, try to connect to emotions — bring your story and connect it with their values.
4. Thank them.

Example: *“Dear Senator Doe, I live in Sheridan and recently installed solar panels on my shop. I’m writing to ask you to please vote no on SF 16, the net metering bill. This bill would unfairly raise my utility costs and punish hard-working people like me who spent years saving and invested in rooftop solar. Thank you, Bill Smith.”*

Finally, follow up: If you learn how your legislator voted, send a follow-up email. If they voted the way you wanted them to, thank them. If not, tell them why they should change their vote next time. Bills are voted on multiple times each session, so a follow-up email can make an impact.

Thanks for emailing your legislators.
YOUR VOICE MATTERS!