ADDRESSING PROCEDURES FOR CONTACTING
FEDERAL, STATE AND LOCAL OFFICIALS

NATIONAL:

U.S. Senate
The mail address for any U.S. Senator is:

The Honorable (full name)
United States Senate
Washington, DC 20510

Dear Senator (last name):
Speaking: “Senator (last name)”

Email for any U.S. Senator:
You can email your Senators by going to www.capwiz.com/chadd/home/ or going to the Public Policy section of www.chadd.org and clicking on Legislative Action Center. By entering your zip code, you will be taken directly to the contact information for your Senators and can send an email message.

Telephone for any U.S. Senator:
You can reach any U.S. Senator through the Capital Switchboard by calling (202) 224-3121.

The U.S. Senators from my home state are:

____________________________________
____________________________________

U.S. House of Representatives
The address for any U.S. Representative is:

The Honorable (full name)
United States House of Representatives
Washington, DC 20515

Dear Mr. /Ms. (last name):
Speaking: “Representative (last name)”
“Mr. /Ms. (last name)”
Email for any U.S. Representative is:
You can email your Representative by going to www.capwiz.com/chadd/home/ or going to the Public Policy section at www.chadd.org and clicking on Legislative Action Center. By entering your zip code, you will be taken directly to the contact information for your Senators and can send an email message.

Telephone any Representative:
Any member of the House of Representatives can be reached by calling the Capitol switchboard at (202) 225-3121. Please note this is a different number than calls to your Senators

The U.S. Representative from my area is:

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STATE OFFICIALS:

Contact information for your state officials is easily available on the internet. A site that connects to every state site is http://www.llsdc.org/sourcebook/state-leg.htm.

Governor:
The Honorable (full name)
Governor of (State)

Dear Governor (last name)”
Speaking: “Governor (last name)”

Lieutenant Governor:
The Honorable (full name)
Lt. Governor of (State)

Speaker of the House:
The Honorable (full name)
Dear Mr. /Ms. (last name):
Speaking: “Mr. /Madam Speaker”

State Representative:
The Honorable (full name)
(State) House of Representatives

Dear Mr. /Ms. (last name):
Speaking: “Representative (last name)”
“Mr. /Ms. (last name)”
CITY AND COUNTY OFFICIALS:

You can find county contact information for your local county leadership on the website for the National Association for Counties at www.naco.org. Go to About Counties and click on Find Counties.

Mayor:
The Honorable (full name)
Mayor
City of (city)

Dear Mayor (last name):
Speaking: "Mayor (last name)"

City Council:
The Honorable (full name)
Council Member

Dear Councilman/Councilwoman (last name):
Speaking: "Councilman/Councilwoman (last name)"

County Judge:
The Honorable (full name)
County Judge
County Courthouse

Dear Judge (last name):
Speaking: "Judge (last name)"

County Commissioner:
The Honorable (full name)
County Commissioner
Precinct Number

Dear Commissioner (last name):
Speaking: "Commissioner (last name)"

The correct closing for all of the above letters is: Sincerely yours,

(Note: The exact titles for state and local officials may vary according to each individual state. Always double check address shown above for correctness.)