

Emailing Your Washington State Legislators

How do I find my legislators? [leg.wa.gov](https://app.leg.wa.gov) makes it easy.

- Use District Finder to identify your district number, State Representatives and State Senator: <https://app.leg.wa.gov/DistrictFinder/>
- Find email addresses for all legislators and their aides: <https://app.leg.wa.gov/Rosters/Members>
- Search for legislators by county: <https://app.leg.wa.gov/Rosters/MembersByDistrictAndCounties>

Some tips to consider for a successful policy education email:

Use appropriate and respectful salutations. Address emails to legislators as “Dear Representative [last name]” or “Dear Senator [last name].” For an email to multiple members of a legislative committee, use “Dear Chair [last name] and members of the [committee name].”

Cc the Legislative Aide (LA). Include the LA's email because they are also a valuable person to inform.

Identify yourself. You want your legislator to get to know you. Provide your job title and organization name, as well as a brief description of what you do. Relate your work to the policy issue if possible. If your organization does work in their district, make that clear. If you are their constituent, let them know. Include your full contact information at the end of the email and let them know they can contact you with any questions.

Keep your message clear and brief. Emails should be short in length; legislative aides read many emails in a day. In the first paragraph, tell your legislator(s) why you are writing. If your letter pertains to a specific piece of legislation, it helps to identify the bill number.

Keep it educational. You can inform about a problem and explain what would help solve the problem. Education can include explaining the impacts that legislative changes would have on your community. To avoid lobbying, do not ask or encourage the legislator to take a specific position on a piece of legislation or budget decision.

Say “thank you”. Thank your legislator at the end of your message for their work and support.

Other things to remember when emailing your legislators:

Make it personal. This is one of the most important things you can do to ensure your email makes an impact. Share your experience. Sharing how the issue or policy impacts you or your community will separate your message from the rest.

Be thoughtful when attaching files or including links. Email attached files in PDF format if possible. Only send links to well-known, reputable websites. Legislators, like all of us, are wary of links or attachments from people they don't know.

Be a useful source of credible information. Legislators hear lots of information from people with differing perspectives. You'll build trust by being as accurate as possible and only sharing data and information from reliable sources. Materials and reports from your organization or coalition are excellent to share. Never guess when answering a legislator's question, in an email or in person. It's okay to respond, “I don't know.” Or “I don't know, but I will try to find out and get back to you.”

