

**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/](http://www.capwiz.com/chadd/home/) or going to the Public Policy section of [www.chadd.org](http://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/](http://www.capwiz.com/chadd/home/) or going to the Public Policy section at [www.chadd.org](http://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.ilsdc.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](http://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.)