

GPO.WEP Letter Writing Tips

1. This is a federal issue—so you should communicate with federal officials.
2. Fax or email letters before **January 23, 2006**, and **February 27, 2006**.
3. **Please send your letter by fax. Emails can only be sent through the website to the Washington DC offices. Follow-up with a phone call.**
4. Fax your letter to
 - a. the nearest office in Missouri that represents our Senators Bond and Talent
 - b. the nearest office in Missouri of your Representative
 - c. the President
 - d. if you want to email your letter – you must do it through the persons website – this is the only way emails get through to them.
5. Personalize your letter/email to the individual to whom you are writing. The letter available is just an example.
6. You may go to www.congress.org to determine who is your representative in Congress.

Click on Letters to Leaders
Search by Zip (type your zip)
7. Go to mo-acte.org to download your four individual letters (two for senators, one for member of Congress, and one for the President). Personalize the letter as being from you with your information.
8. Please share this information with others in your building so that they will send similar faxes or emails and follow-up phone calls.