

---

*“Protecting the Community from Redevelopment abuse”*

---

**Communicating with your Government Representatives**

Your opinion does make a difference to your representative. And how your message is presented can make a difference on how it is received. Below are some helpful tips you may want to use when contacting government representatives.

- In general, you should only contact your own elected representatives. Correspondence to other representatives may be ignored. The exception would be when you are contacting members of a specific committee.
- Postal Mail is usually the best way to contact your representative, followed by phone calls, faxes and emails.
- No matter which method of communication you choose be sure to include your full name and mailing address. You might also want to give them a phone number where you can be contacted.
- Written communications should be kept to one issue per letter presented in a formal courteous tone.
- Try to keep written communication to one page. Be concise and to the point. Feel free to use our sample letters as a guide.
- If you call the office of your representative, ask for the staff member who handles the area of concern. Identify yourself, and then identify the bill or issue you wish to comment on and concisely state your position. You should ask what the senator's or congressman's position is on this issue and you ask for a written response to your call.
- To make sure your correspondence has been received you may wish to send it with a confirmation of delivery. This is not necessary. Do not send it certified mail.

Don't know who your representatives are? Here are a few resources that might help.

<http://www.congress.org/congressorg/dbq/officials/?vl=L>

<http://www.scvmed.org/county/officials/0,4948,,00.html>

[http://www.sanjoseca.gov/planning/data/council\\_dist/Index.html](http://www.sanjoseca.gov/planning/data/council_dist/Index.html)

<http://www.sen.ca.gov/>