

# Tips to Make Your Written Contact More Effective

Based on best practices when writing to elected officials:

- **Be clear and concise.** One-page letters or brief messages are easiest to read and process.
- **State your position early.** Identify the issue, why you're writing, and the action you'd like them to take.
- **Include your address.** Especially for federal representatives, including your address shows you are a constituent (which can make your input more impactful).
- **Stay respectful and specific.** Polite language and specific asks (e.g., support or oppose a particular bill) make your message stand out.
- **Address formally.** For letters use proper salutations like "The Honorable [Full Name]" followed by their office title.

## **U.S. Representative Mike Thompson (District 4)**

- Washington D.C. Office: 268 Cannon Office Building, Washington, DC 20515
- Santa Rosa District Office: 2300 County Center Dr., Suite A100, Santa Rosa, CA 95403

## **U.S. Senator Alex Padilla**

- Washington D.C. Office: 331 Hart Senate Office Building, Washington, DC 20510
- San Francisco Office: 333 Bush Street, Suite 3225, San Francisco, CA 94104
- Sacramento Office: 501 I Street, Suite 7-800, Sacramento, CA 95814

## **U.S. Senator Adam Schiff**

- Washington D.C. Office: Hart Senate Office Building #112, Washington, DC 20510
- San Francisco Office: 1 Post St., Suite 2450, San Francisco, CA 94104

## **State Representatives:**

### **California State Senator Mike McGuire (District 2)**

- Capitol Office: 1021 O Street, Suite 8610, Sacramento, CA 95814-4900
- Santa Rosa District Office: 50 D Street, Suite 120A, Santa Rosa, CA 95404

### **California Assemblymember Chris Rogers (District 2)**

- Capitol Office: State Capitol, P.O. Box 942849, Sacramento, CA 94249-0002
- Santa Rosa District Office: 50 "D" Street, Suite 450, Santa Rosa, CA 95404

## **Centering Contemplation before Writing**

My mind is a center of conscious awareness within the Thing Itself.  
I am a point of conscious life, spiritual truth, and purposeful action.

My affairs are guided and guarded by the Creative Power of Life,  
moving naturally into right action and appropriate outcomes.

What I do, what I say, and what I think arise from a conscious awareness of the  
Spirit within.

There is a steady flow of creative action expressing in my life and in my affairs.

The living Spirit animates my thoughts, words, and deeds.

Ideas come to me daily, arising from the Spirit within.

They guide and sustain me with ease, without strain or effort.

I am led to action at the right moment,  
to clear words at the right time,  
and to the course that unfolds with clarity and wisdom.

I am filled with Life's energy,  
and I am gratefully aware of its peace and power expressing as me.