

ADVOCATE FOR HISTORY: HOW TO WRITE YOUR LOCAL OFFICIAL

A letter or email is the most popular choice for communicating with local government offices. The more personalized your message is, the more your opinion will be taken into account. Use your organization's letterhead and consider handwriting your letter. Keep your letter to one page, and write it in your own words.

STEP 1

Identify your [senators, representatives](#), and county, city, town, and village officials. Verify the correct spelling of the official's name, correct title, and correct mailing address.

STEP 2

Prepare your message. The first paragraph of your letter should include a greeting, your reason for writing, and a request for a specific action be taken by the legislator.

- If your letter pertains to a specific issue, clearly state that issue.
- If you are referring to a specific piece of legislation, identify it accordingly, e.g. AB/SB 123 for state legislators. HR/SR 1234 for the federal delegation.
- If you do not have a specific ask, help your elected official understand the positive return on the State's investment in Wisconsin state history and the positive impact in your local community.
- Communicate appreciation for the value of your official's support. If appropriate, thank officials for their past support of Wisconsin history and your community.
- Share a compelling story about how your organization's mission positively affects the community.

STEP 3

Thank your official for their consideration and ongoing support and be sure to sign the letter personally with only one signatory per letter.

When composing your letter consider:

- What benefits would this funding or other requested support bring to your community that make the State's investment worthwhile?
- What are the public benefits of their support (such as providing access to underserved communities, engaging the community in positive ways, or economic impact)?
- Invite your legislator(s) to observe your programming in action. Let them know of any and all events happening in their district so they may join if available.