

Contacting Elected Officials

Letters, Emails, Faxes and Phone Calls should all include

1. **Who** - Name, Business/ Business District
2. **Why** - Issue contacting about
 - Personal impact
 - Impact on business
 - Both numbers and stories
3. **What** - Result you want
4. **When** - Timeframe for result
5. **Tone** - Respectful

When emailing elected officials, CC: Chief of Staff and support organizations

