

## Tips for Lobbying by Letter

Letters are used by Legislators as one way to measure public opinion in their district. Legislators count the pieces of mail FOR and AGAINST every issue. Here are some tips for a successful letter:

1. IDENTIFY YOURSELF – Include your name and address.
2. COVER ONLY ONE TOPIC PER LETTER – If you have more than one issue to raise, write another letter.
3. INCLUDE THE BILL NUMBER – This shows the legislator that you are serious about the issue and are keeping a close watch on the progress of the bill.
4. SELL YOUR POSITION – Be brief and concise. Type/print clearly so your letter is easy to read. State your position and exactly what you want the legislator to do in the first paragraph, then give reasons for your position.
5. DON'T THREATEN LEGISLATORS
6. REQUEST A REPLY – They should tell you their position on the issue.
7. BE HONEST – Never lie.
8. SAY “THANK YOU”
9. To find out your state representative or senator you may call Paraquad’s Information and Referral department at 314-567-1558.
10. SAMPLE LETTER

Date \_\_\_\_\_  
Honorable \_\_\_\_\_  
Missouri Senate (or House) Post Office  
Jefferson City, MO 65101

Dear Senator (or Representative) \_\_\_\_\_

As you work on prescription drug legislation for the Special Session, we urge you to include a provision increasing the Medicaid income eligibility to 100% of poverty for individuals who are over 65, permanently and totally disabled or blind.

I believe this because...

Thank you for your support.

Sincerely,

# Tips for Testimony

When speaking before a committee regarding proposed law, it is referred to as a ‘testimony’. This is a wonderful opportunity for citizens to persuade legislators. The following suggests a few tips for a successful testimony:

1. Introduce yourself; say why you are there and any relevant background information.
2. Be brief and to the point. This will keep the committee interested. Try not to repeat what others have said.
3. Clearly state your position on the bill (i.e. I support Medicaid spenddown and urge you to vote for it). Then state the reasons for your position.
4. Don’t try to be more of an expert than you are – just give your own reasons for your position, in your own words. If you don’t have the answer to a question, be honest about that, then commit to getting the answer for the committee members in the very near future. Your sincerity is a valuable asset.
5. Give examples to support your position.
6. Don’t read your statement. Use eye contact with the committee members.
7. End your remarks by thanking the committee and offering to answer any questions they have.
8. Dress neatly; appearance is important to some. But, dress comfortably so you can relax and be yourself.