WRITE TO YOUR LEGISLATOR

Pitt supporters like you are being asked to send customized (hand-written/typed) letters to their state legislators utilizing University statistical information such as how many faculty, staff and alumni live in each district, in addition to local economic facts.

A brief letter to a legislator urging him or her to support Pitt is extremely easy and effective. Legislators closely monitor incoming mail and are sensitive to the wishes of those constituents who take the time to write. They know these constituents are likely to vote and be active in the community. Reinforce the effectiveness of your letters by following up with a phone call to your legislator’s office.

ADDRESSING A LETTER TO YOUR LEGISLATOR

Please address your legislators and other elected officials in the following manner:

Your Full Name
Address
City, State, Zip Code

[Insert Date]

The Honorable [insert full name]
Address
City, State, Zip Code

Dear Representative [or Senator] [insert last name]:

TIPS ON WRITING TO LEGISLATORS

- Use your personal or business letterhead, not University letterhead.
- Clearly state the reason for your letter early in your correspondence.
- When you are writing about a specific piece of legislation, a House bill is identified as HB and a Senate bill as SB.
- Ask your legislator for a reply that states his or her position.
- Please keep in mind that sample letters should be used as a guide only; you should personalize your letters with your own comments and experiences to have maximum impact. Legislators can spot a form letter a mile away!

Please be sure to e-mail, fax or mail a copy of your correspondence to:

Jennifer Poller, Manager of Alumni Advocacy
University of Pittsburgh
138 Alumni Hall, 4227 Fifth Avenue
Pittsburgh, PA 15260
412.624.0108 Tel. / 412.624.8248 Fax
www.alumni.pitt.edu/pittadvocates

- If you called your legislator in lieu of writing, please contact Jennifer Poller with your legislator’s thoughts on the issue of concern. This will help the Governmental Relations staff to identify where to target efforts.

LETTER-WRITING GUIDE

Dear Senator/Representative Smith:

Mention in first paragraph:
You are writing in support of an issue.
You are a constituent/your business is in their district/you are a chapter officer, etc.
The issue is very important to you/your family/your business/clients, etc.

Mention in second paragraph:
Examples of how the issue has affected you, students, parents, faculty/staff or businesses that interface with the University

Mention in the last paragraph:
Urge them to ask their Caucus leaders to restore the massive, destructive cuts to Pitt’s appropriation.
Ask them to write you back, letting you know how they plan to vote.
Thank them for their attention and time!