



Writing Your Legislators

To make informed decisions on your behalf, legislators need to hear from you. Writing letters is an effective way of stating how you think proposed legislation will impact your business and community. Get your voice heard by following the writing tips provided below.

- Use your own words. Base them on your own experiences.
- Get the right address for the right official. Find this information online at www.capitol.state.tx.us.
- When writing about a bill, identify the bill number, the name of the legislator who authored it, and a brief explanation of what it proposes. Find this information online at www.capitol.state.tx.us/search/textsearch.aspx.
- Print or type your letter on business letterhead.
- Avoid sending form letters or preprinted postcards.
- Use appropriate greetings, like the [examples](#) on the next page.
- State your position clearly and concretely. Provide information that will help legislators decide how to cast their votes. Discuss how the legislation will directly impact your business and your customers.
- Never threaten punitive action if the legislator doesn't vote your way.
- Limit your letter to one page, and discuss one issue per letter.
- Close by requesting a response and support or opposition to the legislation.
- Send a copy to the TrueCare Texas Legislative Council, so we can refer to it during our advocacy efforts.
- Follow through with a thank-you letter.
- Use the [sample letter](#) on the next page as a guide.



501 West 13th Street
Austin, Texas 78701

Phone: 512-476-8288

Fax: 512-476-3428

info@truecaretexas.com

Advocates for Texas Community Pharmacies.

[Next Page >](#)

TrueCare Texas Legislative Council



Sample Greetings

For the Texas House of Representatives:

The Honorable [Official's Full Name]
Texas House of Representatives
Box 2910
Austin, TX 78768-2910
Dear Representative [Last Name]:

For the Texas Senate:

The Honorable [Official's Full Name]
Texas Senate
Box 12068
Austin, TX 78711
Dear Senator [Last Name]:

For the Texas Congressional Delegation:

The Honorable [Official's Full Name]
U.S. House of Representatives (or U.S. Senate)
Washington, DC 20515 (or Senate Zip: 20510)
Dear Congressman [Last Name]:
or Dear Congresswoman [Last Name]:

[< Previous Page](#)

Sample Letter

Date

The Honorable [Official's Full Name]
Texas House of Representatives / Senate
Address

Dear Representative / Senator / Congressman / Congresswoman [Last Name]:

As a Texas independent pharmacist and small business owner in [name of your city], I am writing in regard to [issue / bill number]. I urge you to [support / oppose] this [issue / bill] because it would impact my pharmacy in the following ways:

- 1.
- 2.
- 3.

I would appreciate hearing from you on this issue or how you intend to vote on this bill.

Sincerely,

[Your Name]

CC: TrueCare Texas Legislative Council



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[< Previous Page](#)