



## **How to Write Your District of Columbia Councilmember**

**Use the following format to write a letter or email to your representative.**

[Councilmember's Name]  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Ave, NW  
Washington, D.C. 20004

RE: (Bill name and number)

Dear Councilmember:

Tips for writing the letter:

1. Tell the councilmember which ward you live or work in.
2. Tell the councilmember why you are writing. Include the bill name and number.
3. State what you would like the councilmember to do (i.e. vote for or against a bill; a change in policy).
4. Be respectful, formal, and factual. Make sure you have correct information.
5. Thank the councilmember for his or her time.
6. Request a response indicating the councilmember's position on the issue.