

## WRITING A LETTER TO YOUR LEGISLATOR

### Address the Letter Appropriately:

To find your legislators visit [www.legis.state.wi.us/w3asp/waml/waml.aspx](http://www.legis.state.wi.us/w3asp/waml/waml.aspx) and type in your address information. If you are writing as a private citizen, type in your home address. If writing on behalf of your organization, type in your business address(es). You will want to send to the legislator representing those addresses.

If writing by letter, address the letter as follows:

*The Honorable (full name)  
Address*

*Dear Representative (Last Name) or Dear Senator (Last Name)*

Include your address information in the letter and on the envelope as well.

### Introduce Yourself and the Topic:

In your first paragraph, state the reason you are writing, calling out the specific issue, or identifying the legislation by number (if available).

*On behalf of the NAME organization, I am writing today to express my strong support for AB207, which would require health care providers to inform patients when facility fees will be charged for an office visit.*

### Provide Examples:

In the second and additional paragraphs, provide information about why you support the issue as well as facts about the issue related to your perspective. On issues related to The Alliance's platform, or that we are asking members to take action on, we will provide facts on the issue, which you can tie to your own organization. Facts or stories based on your own experiences also helpful and provide powerful illustrations about the impact of the issue on you or your company.

*As an employer who provides health benefits to more than 80 employees and their family members, we understand the impact of facility fees, which often come as a complete surprise to consumers. We believe consumers have a right to know if these fees will be charged so that they can plan for this cost or choose a location that does not include a facility fee.*

*One of my employees recently paid almost \$100 to cover the cost of a facility fee for a routine office visit. This cost was in addition to the normal cost of care – a charge she did not know about until she received her bill. Had she known about the facility fee charge she could have selected a different location where she could have seen the same physician and received the same service without incurring a facility fee.*



### Other Things You May Want To Do:

- > If the legislator has acted on a similar issue, thank them for their support.
- > If the legislator acts on the issue in the way in which you had asked, send them a thank you letter.
- > When sending letters related to Alliance calls to action, send a copy to us, so that we may know where our members have reached out. Also, copy us with any responses you may receive so we may track activity on the issue.

## Make the Ask:

Close the letter by thanking the legislator for considering your request and asking them take the next step. This step may vary from introducing a bill to voting for or against a bill, depending where the issue is in the legislative process.

*I ask that you vote yes on AB207 this fall and provide consumers with the information they need to make informed decisions. Thank you in advance for your consideration.*

*Sincerely,*

*Your Name*

*Your Organization's Name (if sending on organization's behalf)*

**If you are more comfortable calling a legislative office instead of writing, by all means do so. The important thing is to make your voice heard.**

The steps outlined in the letter: *introducing yourself and the topic, providing examples*, and *making the ask*, may also be used when sending an e-mail and can be helpful in framing a conversation if you choose to call your legislator.

## Find Your Legislator:

Find contact information, including name, address, e-mail and phone numbers for the legislators that represent the district where you live or where your organization is located, at <http://www.legis.state.wi.us/w3asp/waml/waml.aspx>.