

ADDRESSING LETTERS/EMAILS

State Representative:

The Honorable (full name)
(your state) House of Representatives
Statehouse
City, State, zip code

Dear Representative (last name):

State Senator:

The Honorable (full name)
(your state) Senate
Statehouse
City, State, zip code

Dear Senator (last name):

U.S. Representative:

The Honorable (full name)
(Rm #) (name of) House Office Building
United States House of Representatives
Washington, DC 20510

Dear Representative (last name):

U.S. Senator:

The Honorable (full name)
(Rm #) (name of) Senate Office Building
United States Senate
Washington, DC 20510

Dear Senator (last name):

Want to Learn More About Lobbying or to Stay Informed About Legislation in Your State?

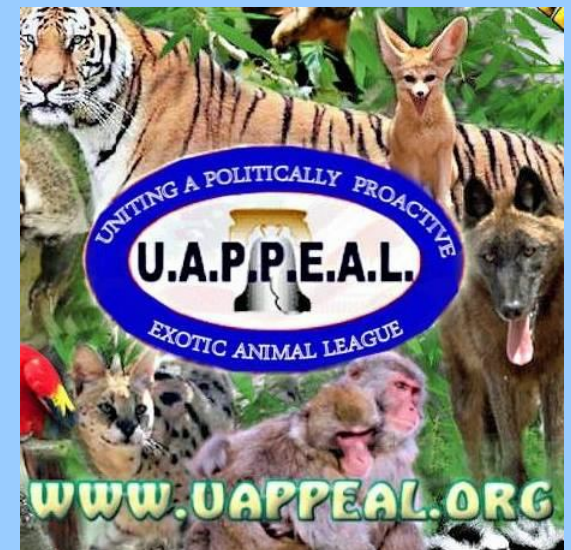
Upon joining UAPPEAL, members are given a detailed Government 101 Lobbying Guide and access to the most accurate and up-to-date state exotic animal legislative monitoring.

Uniting A Politically Proactive Exotic Animal League (U.A.P.P.E.A.L.) is the first non-profit 501 (c) 4 lobbying organization that represents current and future owners, handlers and enthusiasts of all species of native and exotic animals and their hybrids at both the federal and state levels.

Mission: To protect the right of responsible exotic and alternative animal ownership by lobbying to prevent unfair regulation, discouraging the casual acquisition of exotic animals through education, and furthering animal welfare through the responsible placement of animals in need.

BECOMING A CITIZEN LOBBYIST FOR YOUR ANIMALS

Writing to Legislator



ABC's of Writing to Legislators

- **ASK** for their stance
- **BE** courteous and respectful
- **CITE** the animal organizations you are involved with
- **DECLARE** what you are asking them to do
- **EXPLAIN** your side or how it affects you
- **FILL IN** all required information whenever using an online contact form
- **GRAB** their attention within the first paragraph
- **HEED** any specific rules the committee or chamber may have
- **IDENTIFY** the official bill number or issue



- **JUST** stick to the bill or issue
- **KEEP** it short – usually one page
- **LIMIT** your letter/email to one bill or issue
- **MENTION** any prior contacts with their staff and who
- **NOTE** that you are a constituent

- **OFFER** to further discuss or to be available for questions
- **PERSONALIZE** your letter/email
- **QUOTE** specific examples
- **REQUEST** confirmation that your letter/email was received
- **SIGN** your letter/email with full name, address, city, state, zip
- **THANK** them for their time
- **USE** proper salutation and closing
- **VALIDATE** with facts
- **WRITE** to your own state or federal officials
- **X-RAY** your letter/email to check for spelling and grammar errors
- **YIELD** and make sure you are writing about an active bill/issue and that you are sending to the proper location
- **ZOOM** in on a few key points