

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?

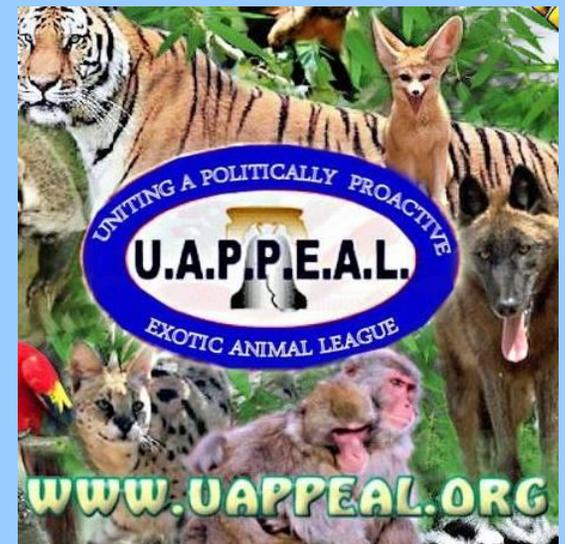
Check out our Government 101
Lobbying Guide and other lobbying
information on our website and join our
Facebook group for up-to-date state
exotic animal legislative monitoring.

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