

Contacting Congress and the President

White House Comment Line 202-456-1111

Submit comments online at:
www.whitehouse.gov/contact

President Donald Trump
The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500

U.S. Senate

Senator Rob Portman
448 Russell Senate Office Building
Washington, D.C. 20510
Phone: (202) 224-3353
Fax: (202) 228-1382
www.portman.senate.gov
See website for Ohio office locations.

Senator Sherrod Brown
713 Hart Senate Office Building
Washington, D.C. 20510
Phone: (202) 224-2315
Fax: (202) 228-6321
www.brown.senate.gov
See website for Ohio office locations.

To email your legislator, use the contact link on his/her website.

For other members of Congress, see
www.house.gov
www.senate.gov
Capitol switchboard: 202-224-3121

U.S. House of Representatives

Representative Jim Jordan (H.D. 4)
www.jordan.house.gov

Washington, DC Office
1524 Longworth House Office Bldg
Washington, D.C. 20515
T (202) 225-2676
F (202) 226-0577

Lima Office
3121 West Elm Plaza Lima, OH 45805
T (419) 999-6455
F (419) 999-4238

Norwalk Office
13 B East Main Street Norwalk, OH 44857
T (419) 663-1426
F (419) 668-3015

Representative Bob Latta (H.D. 5)
www.Latta.house.gov

Washington, DC Office
2448 Rayburn House Office Bldg.
Washington, DC 20515
T (202) 225-6405

Bowling Green Office
1045 North Main St, Ste 6
Bowling Green, OH 43402
T (419) 354-8700

See reverse side for letter and phone tips.

Letters to Congress

Keep It Simple

Your letter should address a single topic or issue. Typed, one-page letters are best. A suggested approach is a three-paragraph letter structured like this:

1. Say why you are writing and who you are. List your "credentials." (If you want a response, you must include your name and address, even when using email.)
2. Provide more detail. Be factual not emotional. Provide specific rather than general information about how the topic affects you and others. If a certain bill is involved, [cite the correct title or number](#) whenever possible.
3. Close by requesting the action you want taken: a vote for or against a bill, or change in general policy.

The best letters are courteous, to the point, and include specific supporting examples.

How To Phone Your Congresspersons

1. Ask to speak with the aide who handles your issue.
2. If the aide is unavailable, give message to receptionist or leave message on aide's voicemail.
3. Introduce yourself as a constituent (if you are).
4. Have a respectful and courteous tone.
5. Convey your message in a clear, brief manner; include bill number, if known.
6. Give your complete name and address, including ZIP code.
7. Ask for a written response to your request.

Addressing Members of Congress

To Your Senator:

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

Dear Senator:

To Your Representative:

The Honorable (full name)
(Room #) (Name) House Office Building
United States House of Representatives
Washington, DC 20515

Dear Representative:

When writing to the Chairperson of a Committee or the Speaker of the House, address them as:

Dear Mr. Chairman
Dear Madam Chairwoman

Dear Mr. Speaker
Dear Madam Speaker

The above addresses should be used in email messages, as well as those sent through the Postal Service.

Identifying Legislation

Cite these legislation identifiers when writing to members of Congress:

House Bills: "**H.R.** _____ "
House Resolutions: "**H.RES.** _____ "
House Joint Resolutions: "**H.J.RES.** _____ "
Senate Bills: "**S.** _____ "
Senate Resolutions: "**S.RES.** _____ "
Senate Joint Resolutions: "**S.J.RES.** _____ "