

New Jersey Legislative Letter Template

(Month) (Day), 2026

The Honorable (First Name) (Last Name)

(Suite Number/Room Number)

Street Address

City, State, Zip Code

RE: (State the topic or include the bill number, sponsor, and subject if you are writing to support or oppose a particular legislative bill)

Dear (Assembly Member / Senator) (Last Name):

My name is (Your First and Last Name). I am a **constituent** who resides in your district and a **(service provider / advocate / community member/ etc)**.

I am writing to you today to express my position on **(Bill Number or Issue)**. (State whether you support or oppose the bill or issue here. Choose up to three of the strongest points that support this position and state them clearly.)

(Include a personal story. Tell your representative why this issue is important and how it affects you, your family, and your community. Using personal experience helps the legislator understand the real-world impact of the law.)

Please consider this perspective when the bill comes up for a vote. I am asking for **your** support/opposition on this matter and would appreciate a response regarding your position.

(Be sure to include your name and address on both your letter and envelope so the office can verify you are a constituent.)

Sincerely,

(Sign Your Name)

(Print your name) (Street address) (City, NJ, Zip code)

Guidelines for Contacting New Jersey Legislators

Writing a Letter

- **The Proper Salutation:** Use "The Honorable (First Name) (Last Name)." In New Jersey, you can address members of the lower house as "**Assembly Member (Last Name).**"
- **Be Direct:** State the purpose of the letter in the first sentence. If referring to a bill, include the NJ bill number (e.g., A1234 or S5678), the sponsor, and the topic.
- **Local Connection:** Always mention if you live in the legislator's district.
- **Stay Concise:** Keep the letter to one page. Use **gender-neutral language** (they/them/their) when referring to groups or individuals whose gender is not known.
- **The Ask:** Clearly restate the request at the end (e.g., "I urge you to vote 'No' on this bill"). Thank the legislator for **their** time and offer to answer any questions **they** may have.

Sending Email Communication

- The same guidelines apply to email as to written letters.
- **Subject Line:** Include the Bill Number and your Town (e.g., "Support for S1234 - Constituent from Cherry Hill").
- **Formatting:** Keep the message brief with no special layouts, graphics, or attachments, as these can sometimes be flagged by government spam filters.
- **Constituent Proof:** Include a full name and address so it is clear you are a constituent.

Making a Phone Call

- State your name and address immediately.
- **The Aide:** You will likely speak with a legislative aide. They are the "gatekeepers" and track the volume of calls on specific issues to report back to the legislator.
- **Be Brief:** Have your thoughts organized in advance. Share a quick sentence on how the issue affects you personally.
- **Closing:** Thank the staff member for **their** assistance in conveying your message to the legislator.

