



SMART TRANSPORTATION DIVISION
 24950 Country Club Blvd., Ste. 340
 North Olmsted, OH 44070-5333
www.smart-union.org/td

Contact your Elected Officials

Call your Congressional Reps toll-free: (877) 668-3864 and (877) 668-3866. For complete contact information, go to the SMART TD website at www.smart-union.org/td or, visit our **Legislative Action Center** at http://www.congressweb.com/smart_transportation.

Do's and Don'ts when writing either email letters, or hard-copy letters sent via mail:

DO keep your letter short, courteous and to the point!

DO present reasons, not arguments, on your point of view!

DO write your own letter – preferably in your own handwriting!

DO include your name, address and any other vital information! Your legislator may want to reply.

DON'T send mimeographed or form letters – they are spotted immediately!

Addresses & Salutations for the President, Secretary of Labor, U.S. House and Senate:

| ADDRESS | SALUTATION | COMPLIMENTARY CLOSE |
|---|--|---------------------|
| The President of the United States The White House 1600 Pennsylvania Ave., NW Washington, D.C. 20500 | Dear Mr. President | Sincerely yours, |
| The Honorable _____ Secretary of Labor 200 Constitution Ave., NW Washington, D.C. 20210 | Dear Secretary | Sincerely yours, |
| The Honorable _____ United States Senate Washington, D.C. 20510 | Dear Senator | Sincerely yours, |
| The Honorable _____ House of Representatives Washington, D.C. 20515 | Dear Congresswoman <i>or</i> Dear Congressman | Sincerely yours, |