



CHAMPAIGN COUNTY
CHAMBER
 OF COMMERCESM

Fast Facts

A Letter Writer's Guide

As a leader in the business community, it is very important to share your opinions and views with those who represent us in government at all levels – federal, state, and local. Concurrently, elected officials want to hear from their constituents. They rely on your expertise and input when deliberating on the issues that confront them.

We hope that this Chamber resource will provide information and guidance to make it easy for you to communicate with your government officials.

Do:

1. Write on your personal or business letterhead and sign your name over your typed signature at the end of your message.
2. Be sure your exact return address is on the letter, not just the envelope.
3. Limit your letter to ONE subject. Identify your subject issue clearly, by issue name and bill number when possible.
4. State your reason for writing clearly – your own personal experience is best.
5. Explain how the issue would affect you.
6. Be reasonable in your request for action.
7. Ask your legislator to state his or her position on the issue– as a constituent you are entitled to know.
8. Thank your legislator when appropriate.

Don't:

1. Ask for the impossible or threaten your legislator.
2. Use stereotypical phrases and sentences that might give the appearance of being “form letters.”
3. Forget the timing aspect of your letter. Try to send your views while an issue is still relevant and your legislator can take action on it.
4. Try to address every issue that comes up or become a constant “pen-pal.” Quality rather than quantity is the key!

Addresses: In addressing a letter, always use “The Honorable (Full Name)” for all elected officials regardless of the level of government.

Closings: Sincerely Yours, Very Truly Yours, or Respectfully Yours

Provided by: **Chamber Legislative Affairs Division**
PH: 217.359.1791

Let Your Voice Be Heard

Local Officials

Champaign

Mayor Gerald Schweighart
 City of Champaign
 102 N. Neil St.
 Champaign, IL 61820 217.403.8720

Urbana

Mayor Laurel Prussing
 City of Urbana
 400 S. Vine St.
 Urbana, IL 61801 217.384.2456

Rantoul

Mayor Neal Williams
 Village of Rantoul
 333 S. Tanner
 Rantoul, IL 61866 217.893.1661

Mahomet

Village President Deb Braunig
 Village of Mahomet Administration Building
 503 E. Main St.
 Mahomet, IL 61853 217.586.4456

St. Joseph

Mayor B.J. Hackler
 St. Joseph Village Office
 207 E. Lincoln
 St. Joseph, IL 61873 217.469.7371

Savoy

Village President Robert C. McCleary
 Savoy Municipal Center
 611 N. Dunlap
 Savoy, IL 61874 217.359.5894

Champaign County Board

Chair C. Pius Weibel
 1776 E. Washington
 Urbana, IL 61802 217.384.3772

Illinois General Assembly

Senator Michael Frerichs (D-52)

M103A Capitol Building
 Springfield, IL 62706 217.782.2507

Senator Dan Rutherford (R-53)

105B Capitol Building
 Springfield, IL 62706 217.782.6597

Senator Dale A. Righter (R-55)

105A Capitol Building
 Springfield, IL 62706 217.782.6674

Representative Naomi D. Jakobsson (D-103)

257-S Stratton Building
 Springfield, IL 62706 217.558.1009

Representative William B. Black (R-104)

314 Capitol Building
 Springfield, IL 62706 217.782.4811

Representative Shane Cultra (R-105)

230-N Stratton Office Building
 Springfield, IL 62706 217.558.1039

Representative Chapin Rose (R-110)

212-N Stratton Office Building
 Springfield, IL 62706 217.558.1006

Governor Rod Blagojevich

State House, Room 207
 Springfield, IL 62706 217.782.6830

U.S. Congress

Senator Richard Durbin

309 Hart Senate Office Building
 Washington DC, 20510 202.224.2152

Senator Mark Kirk

387 Russell Senate Office Building
 Washington DC, 20510 202.224.2854

Congressman Timothy V. Johnson (R-15)

1229 Longworth House Office Building
 Washington DC, 20515 202.225.2371

Contact: *Andrew Proctor, Public Policy Manager,*
Champaign County Chamber of Commerce,
217.359.1791

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