



National Coalition For Literacy

Instructions for Contacting Your Federal Legislators

- 1) Go to <http://www.congress.org>.
- 2) Enter your zip code in the light blue box and click “GO”.
- 3) In some cases, your zip code may be split among more than one Member of Congress. If so, go to step 4. If not, go to step 5.
- 4) Enter your nine-digit zip code and press “GO” *or* enter your street address in the box provided.
- 5) The website will provide the names of your two US Senators and the US Representative for your district.
- 6) Below their pictures, there is a link called “info”. Click on it.
- 7) On this page, under “contact information”, there will be the phone number and fax number for the Washington DC office.
- 8) Phone, email, or fax a letter to your Senators and Representative. Typed or handwritten letters can be faxed. Do not send a letter by regular mail. Due to anthrax procedures, letters sent via regular mail will not be processed in time.