

# Getting More From CCL Letters to the Editor and Op-Eds

## Guidelines for Members of the Palouse Region Chapter--Citizens' Climate Lobby

cclpalouse.org

**Introduction:** For additional impact from published letters to the editor (**LTEs**) or op-eds, copies should be sent to Members of Congress (**MOCs**) or staffers. Guidelines for cover letters are below. The author of the piece or another CCL-Palouser should do this.

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### GUIDELINES FOR ALL COMMUNICATION:

1. Be **respectful and considerate**. Use a courteous tone throughout the communication. No criticism, cynicism, or negativity should be present or implied in what you write.
  2. Keep the communication **brief and to the point**.
  3. If you are a constituent of the MOC, mention it.
  4. Mail (or use electronic submission) the cover letter and published item **to the MOC's** general address (see Table on page 2) **or to a particular staffer** if you have an established relationship with that person. **Do not send additional copies** to other staffers.
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### Suggestions for a Cover Letter Using Appreciation, Concern, and Hope (Example A, page 3):

1. Begin with a **sincere appreciation** for something the MOC has done.
  2. State your **concern** about the issue using a **brief, personal story** or connection.
  3. Briefly explain what your LTE or Op-Ed is about and what **your hope** was for writing the published piece. Examples:
    - To make it easier for your MOC to back Carbon Fee & Dividend
    - To educate constituents in MOC's district
    - To bring business on board to demonstrate local support
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### Suggestions for a Cover Letter Using a Polite Ask (Example B, page 4):

1. Include a brief **summary of the content** of the LTE or Op-Ed.
2. Include a sincere and **respectful ask** of the MOC. Examples:
  - To endorse legislation
  - To learn more about a topic
  - To encourage other MOCs to learn about Carbon Fee & Dividend
3. Offer an easy way for the **MOC to learn more** about the ask.

December 2015

## Mailing addresses for Members of Congress representing the Palouse Region

2015

<b>IDAHO MOCs:</b>	<b>WASHINGTON STATE MOCs:</b>
<b>Senators:</b>	<b>Senators:</b>
The Honorable Mike Crapo United States Senate 239 Dirksen Senate Office Building Washington, D.C. 20510-1205	The Honorable Maria Cantwell United States Senate 511 Hart Senate Office Building Washington, D.C. 20510-4705
The Honorable James E. Risch United States Senate 483 Russell Senate Office Building Washington, D.C. 20510-1206	The Honorable Patty Murray United States Senate 154 Russell Senate Office Building Washington, D.C. 20510-4704
<b>Representative for ID District 1:</b>	<b>Representative for WA District 5:</b>
The Honorable Raúl Labrador United States House of Representatives 1523 Longworth House Office Building Washington, D.C. 20515-1201	The Honorable Cathy McMorris Rodgers United States House of Representatives 203 Cannon House Office Building Washington, D.C. 20515-4705

## Electronic contact for Members of Congress representing the Palouse Region

2015

<b>IDAHO MOCs:</b>	<b>WASHINGTON STATE MOCs:</b>
<b>Senators:</b>	<b>Senators:</b>
The Honorable Mike Crapo <a href="http://www.crapo.senate.gov/contact/email.cfm">http://www.crapo.senate.gov/contact/email.cfm</a>	The Honorable Patty Murray <a href="http://www.murray.senate.gov/public/index.cfm/contactme">http://www.murray.senate.gov/public/index.cfm/contactme</a>
The Honorable James E. Risch <a href="http://www.risch.senate.gov/public/index.cfm/email">http://www.risch.senate.gov/public/index.cfm/email</a>	The Honorable Maria Cantwell <a href="http://www.cantwell.senate.gov/public/index.cfm/email-maria">http://www.cantwell.senate.gov/public/index.cfm/email-maria</a>
<b>Representative for ID District 1:</b>	<b>Representative for WA District 5:</b>
The Honorable Raúl Labrador <a href="https://labradorforms.house.gov/email-me/">https://labradorforms.house.gov/email-me/</a>	The Honorable Cathy McMorris Rodgers <a href="http://mcmorris.house.gov/contact/">http://mcmorris.house.gov/contact/</a>

Contact information is also available here: <http://cclpalouse.org/MOCs.html>

## Example A:

### Sample Cover Letter For Sending LTEs or Op-Eds to Your MOC Using Appreciation, Concern, and Hope

DRAFT: Use this only as an example. Do not simply copy it and send it!

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[Your name]  
[Your street address]  
[Your city, state, zip]  
[Your phone number]  
[Your email]

[Date] October 10, 2015

The Honorable [Full name, see page 2]  
[Mailing Address, see page 2]

Dear Senator [Last name]: -OR-  
Dear Congressman/Congresswoman [Last Name]:

**[Sincere appreciation]** Thank you for expressing concern about the effects of air pollution on children in your recent press release. **[Brief concern]** I am also concerned about air pollution. The problem was particularly evident this summer when smoke from forest fires repeatedly drove our air quality into the hazardous range. One way to reduce air pollution and the incidence of fires over time is through a revenue-neutral carbon fee and dividend as proposed by Citizens' Climate Lobby.

**[Your hope]** As a constituent in your District, I hope you will consider supporting this. To grow support from others in the District for this market-based solution, I explained this policy in my letter in **[Newspaper name]** the Moscow-Pullman Daily News on **[date]** October 9, 2015 (enclosed).

Thank you for your consideration of this practical solution to air pollution caused by the burning of fossil fuels.

Sincerely,  
[Your signature]  
[Your name]

## Example B:

### Sample Cover Letter For Sending LTEs or Op-Eds to Your MOC Using an Ask

DRAFT: Use this only as an example. Do not simply copy it and send it!

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**[Date]** October 10, 2015

The Honorable **[Full name, see page 2]**  
**[Mailing Address, see page 2]**

Dear Senator **[Last name]: -OR-**  
Dear Congressman/Congresswoman **[Last Name]:**

**[Respectful ask]** As a constituent, I strongly urge you to consider supporting the revenue-neutral carbon fee and dividend proposal explained in my letter in **[Newspaper name]** the Moscow-Pullman Daily News on **[date]** October 9, 2015 (enclosed). **[Content summary]** This measure, supported by the non-partisan Citizens' Climate Lobby, proposes that a gradually rising fee be placed on fossil fuels, at the point of extraction, based on the carbon content of those fuels. Proceeds from that fee would be returned equally to the American people as monthly payments to protect households from the rising costs of fossil fuels. As the price of fossil fuels begins to reflect their true costs, our economy will transition to low carbon energy sources, which are good for our economy, American jobs, and the climate.

**[Way to learn more]** Please feel free to contact me if you would like to discuss this issue further. More information is also available at the local CCL website: <http://cclpalouse.org>.

Thank you for your consideration of this market-based solution to global warming.

Sincerely,

**[Your signature]**  
**[Your name]**  
**[Your street address]**  
**[Your city, state, zip]**  
**[Your phone number]**  
**[Your email]**