

# Contacting Congress and the President

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## **White House Comment Line**

**202-456-1111**

**Submit comments online at:**

**[www.whitehouse.gov/contact](http://www.whitehouse.gov/contact)**

### **President Joseph Biden**

The White House

1600 Pennsylvania Avenue NW

Washington, DC 20500

## **U.S. Senate**

### **Senator Rob Portman**

448 Russell Senate Office Building

Washington, D.C. 20510

Phone: (202) 224-3353

Fax: (202) 228-1382

[www.portman.senate.gov](http://www.portman.senate.gov)

See website for Ohio office locations.

### **Senator Sherrod Brown**

503 Hart Senate Office Building

Washington, D.C. 20510

Phone: (202) 224-2315

Fax: (202) 228-6321

[www.brown.senate.gov](http://www.brown.senate.gov)

See website for Ohio office locations.

**To email your legislator, use the contact link on his/her website.**

**For other members of Congress, see**

[www.house.gov](http://www.house.gov)

[www.senate.gov](http://www.senate.gov)

Capitol switchboard: 202-224-3121

## **U.S. House of Representatives**

### **Representative Jim Jordan (H.D. 4)**

[www.jordan.house.gov](http://www.jordan.house.gov)

#### **Washington, DC Office**

2056 Rayburn House Office Building

Washington, DC 20515

[T 202\) 225-2676](tel:2022252676)

[F \(202\) 226-0577](tel:2022260577)

#### **Lima Office**

3121 West Elm Plaza Lima, OH 45805

T (419) 999-6455

F (419) 999-4238

#### **Norwalk Office**

13 B East Main Street Norwalk, OH 44857

T (419) 663-1426

F (419) 668-3015

### **Representative Bob Latta (H.D. 5)**

[www.Latta.house.gov](http://www.Latta.house.gov)

#### **Washington, DC Office**

2467 Rayburn House Office Bldg.

Washington, DC 20515

T (202) 225-6405

#### **Bowling Green Office**

1045 North Main St, Ste 6

Bowling Green, OH 43402

T (419) 354-8700

**See reverse side for letter and phone tips.**

## Letters to Congress

### Keep It Simple

Your letter should address a single topic or issue. Typed, one-page letters are best. A suggested approach is a three-paragraph letter structured like this:

1. Say why you are writing and who you are. List your "credentials." (If you want a response, you must include your name and address, even when using email.)
2. Provide more detail. Be factual not emotional. Provide specific rather than general information about how the topic affects you and others. If a certain bill is involved, [cite the correct title or number](#) whenever possible.
3. Close by requesting the action you want taken: a vote for or against a bill, or change in general policy.

The best letters are courteous, to the point, and include specific supporting examples.

### How To Phone Your Congresspersons

1. Ask to speak with the aide who handles your issue.
2. If the aide is unavailable, give message to receptionist or leave message on aide's voicemail.
3. Introduce yourself as a constituent (if you are).
4. Have a respectful and courteous tone.
5. Convey your message in a clear, brief manner; include bill number, if known.
6. Give your complete name and address, including ZIP code.
7. Ask for a written response to your request.

## Addressing Members of Congress

To Your Senator:

The Honorable (full name)  
(Room #) (Name) Senate Office Building  
United States Senate  
Washington, DC 20510

Dear Senator:

To Your Representative:

The Honorable (full name)  
(Room #) (Name) House Office Building  
United States House of Representatives  
Washington, DC 20515

Dear Representative:

When writing to the Chairperson of a Committee or the Speaker of the House, address them as:

Dear Mr. Chairman  
Dear Madam Chairwoman

Dear Mr. Speaker  
Dear Madam Speaker

The above addresses should be used in email messages, as well as those sent through the Postal Service.

### Identifying Legislation

Cite these legislation identifiers when writing to members of Congress:

House Bills: "**H.R.**\_\_\_\_\_"  
House Resolutions: "**H.RES.**\_\_\_\_\_"  
House Joint Resolutions: "**H.J.RES.**\_\_\_\_\_"  
Senate Bills: "**S.**\_\_\_\_\_"  
Senate Resolutions: "**S.RES.**\_\_\_\_\_"  
Senate Joint Resolutions: "**S.J.RES.**\_\_\_\_\_"