**OPTION #1** Download the 8 1/2 by 11-inch ***postcard with a pre-written message:***

* Print the front, flip it over, and print the back on the same paper.   
  On the message side of the card, sign your name and address. You may also write a personal message by hand if you wish. Please be respectful in your message. Next, fold the 8 1/2 by 11-inch page in half with the message on the inside. Staple or tape it with a small piece of tape on the outside edge.
* On the other side, fill in the address of your Senator or Representative or legislative candidate and your return address. Place a stamp where indicated.

**OPTION #2** Download ***blank postcards***:

* Print on thicker 81/2 by 11-inch paper, photo paper, or card stock. After printing it, cut the page across the middle to create two postcards. Each will be blank on the other side.
* Write your message on the left half of the blank side of the card with your return address. On the right half, fill in your Senator or Representative’s address and place a stamp on the top right-hand corner of the card.

**Option #3** Send an ***email***. Download template or simply write your own message.

**Directions to complete the email template message:**

* Copy the message on the template into your email. Adapt it to your personal story, sharing what is important to you. Our one guideline is please be respectful in your message. Send the message to your legislator or candidate.

**Option #4** Send a ***thank you note***

**Directions to download and complete a thank you note to send to a policy-maker:**

* Fold the 8 1/2 by 11-inch page in half with the fold horizontally in the middle. Then fold it down the middle vertically so that it opens like a card. The card fits a 4 3/8 by 5 3/4 inch envelope. Write your thank you message on the card. Please be respectful in your message. Send the card with your message in an envelope to your legislator.

**Graphic labels to accommodate constituent communication styles on postcards:** If you are assisting someone who needs additional communication modifications, select two or three labels and let the constituent choose which label(s) are most relevant to express their interests.

Click [HERE](https://chihuahua-mushroom-72wb.squarespace.com/s/CCLabels.pdf) to download graphic labels to print. Print on one 8 1/2 by 11-inch page of blank label paper or regular paper. After printing, cut out individual sticky labels and attach them to the postcard, or use a glue stick to attach paper labels. (Labels also fit Avery ® 8195, 5195 sheets.)