



Wisconsin Hospital Association

Grassroots 101: Addressing Legislative Correspondence

Making sure you address your correspondence correctly is another way of making your letter or email stand out above the rest.

For Members of the Wisconsin State Senate or State Assembly, correspondence should be addressed as follows:

SENATORS

State Senator Jennifer Jones
Wisconsin State Senate
PO Box 7882
Madison, WI 53707-7882

Dear Senator ____:

REPRESENTATIVES

State Representative James Johnson
Wisconsin State Assembly
PO Box XXXX (8952 for legislators with last names A-L; 8953 for legislators with last names M-Z)
Madison, WI 53708

Dear Representative ____:

For Members of the U.S. Congress, correspondence should be addressed as follows:

U.S. Senators

The Honorable (full name)
United States Senate
Washington, DC 20510

Dear Senator (last name):

U.S. House

The Honorable (full name)
United States House
Washington, DC 20515

Dear Representative (last name):