



**LINK**  
**THE NORTH KOREA CRISIS**

**LETTER WRITING INSTRUCTIONS**





## HOW TO WRITE A LETTER

### **Sending mail to your Senators:**

The Honorable [Full Name]  
[Room #] [Name] Senate Office Building  
United States Senate  
Washington, DC 20510

The Honorable Dianne Feinstein  
112 Hart Senate Office Building  
United States Senate  
Washington, DC 20510

### **Sending mail to your Congressmen:**

The Honorable [Full Name]  
[Room #] [Name] House Office Building  
United States House of Representatives  
Washington, DC 20515

The Honorable Diane E. Watson  
2430 Rayburn House Office Building  
United States House of Representatives  
Washington, DC 20515

### **Write a Personal Letter**

Address them by their titles.

Congressmen: Dear Representative \_\_\_\_\_,

Senators: Dear Senator \_\_\_\_\_,

Paragraph 1 – Who are you?

Prove that you live in their district by including your FULL name, address and email.

Paragraph 2 – Why are you writing?

Include factual and specific information from The Issue section, NOT emotional and general information. Tell them why you (and others) care.



Paragraph 3 – What do you want them to do?

Request a specific action such as creating legislation or changing the existing policy on this issue and then ask them to write back to you about what they plan on doing.

**Sample Letter To Your Congressmen:**

Dear Representative [Last Name],

My name is [First Last] and I live at [Full Address], right in your district. I can be reached at [Email].

I am writing because I recently learned about the plight of up to 300,000 North Korean refugees hiding in China and their struggle to find freedom and safety. I was glad to hear that the US had passed legislation in 2004 to help protect and provide for these refugees if they come to America, but was very sad to hear that thousands of these children in China do not have protection or citizenship, making them stateless. I believe that the US has an opportunity to protect these children and am excited that a bill has been created that will provide an option for them to be adopted here in the US by families willing to accept them. I strongly support HR 4986, The North Korean Refugee Adoption Act of 2010, and ask that you vote for its passage when it comes up for a vote.

I look forward to hearing back from you on this issue.

Thank you.

Sincerely,  
[Full Name]



**Sample Letter To Your Senators:**

Dear Senators [Last Name],

My name is [Your Full Name] and I live at [Your Full Address]. I can be reached at [Your Email]. As a constituent of your district, I am writing to express my concern about the issue of orphaned North Korean and stateless children in China who have been forgotten.

I recently learned about the plight of up to 300,000 North Korean refugees hiding in China and their struggle to find freedom and safety. I was glad to hear that the US had passed legislation in 2004 to help protect and provide for these refugees if they come to America but was very sad to hear that thousands of these children in China do not have protection or citizenship, making them stateless. I believe that the US has an opportunity to protect these children and am excited that a bill has been created that will provide an option for them to be adopted here in the US by families willing to accept them. I strongly support S. 3156, A bill to develop a strategy for assisting stateless children from North Korea, and for other purposes, and ask that you vote for its passage when it comes up for a vote.

I look forward to hearing back from you on this issue.

Thank you.  
Sincerely,  
[Your Full Name]