

Letter Writing Party Guide

Letter by Letter: Protect Civil Liberties and Rein in Lawless Immigration Enforcement

Writing personalized letters to your elected officials is a great way to share your thoughts about a piece of legislation. Organizing a group of people to write letters together can be even more effective and help increase the number of letters you're able to deliver. *Note: A letter template and guiding queries are at the end of this resource.*

This campaign's goal is to collect physical letters to be delivered to local congressional offices between March 30 and April 10. Hosting a letter-writing party or gathering ahead of the April 10 delivery date can help make this opportunity for action accessible to more people.

Our goal is to get at least 50 letters for each member of Congress. This is what we at FCNL think would be significant enough to really get the attention of the congressional office. If your Advocacy Team is small, we suggest trying to get 5 letters for each member of the Advocacy Team.

Reminder: the goal is to collect the letters and deliver them in-person. We are asking teams to request a lobby visit during the March 30-April 10 recess to deliver the letters in bulk. If that's not possible, you can drop by a local congressional office with the letters.

Party Planning

- 1. Identify a meeting date, time, and place:** We recommend a party between March 16-27.
- 2. Promote the party:** let others know when your party is happening with email announcements, social media posts, or flyers posted on a shared bulletin board – of course encourage word of mouth promotion as well! Ask people to RSVP so that you ensure the space will work and you have enough supplies.
- 3. Gather your supplies:** blank pieces of paper, pens, and a folder to collect the completed letters. Aim to have at least 5 pieces of paper per person.
 - a. Make a plan to deliver the completed letters:**
 - b. Identify one person who can request a lobby visit during the March 30-April 10 recess to deliver the letters in bulk.
 - c. If that's not possible, determine if you or someone is close enough to the local office of your legislators and can commit to delivering the letters by dropping by

a local Congressional office between March 30 and April 10. Addresses can be found for representatives [here](#) and senators [here](#).

- d. If it is not possible to deliver the letters to a local office, we recommend mailing the letters.
4. **Print out a template and the talking points for the four themes of this campaign**
 - a. The talking points
and a simple template is also available at the end of this document.
5. **Create a brief agenda to help guide the party.**
6. **Send a final reminder for people to join the day before or day-of.**

Party Time

1. Start your party by welcoming people in and explaining the plan for the party.
2. Share briefly about the *Protect Civil Liberties and Rein in Lawless Immigration Enforcement* campaign, the goals, how delivery of letters will work, and the deadline.
3. Go over the talking points and template.
4. Pass out the letter writing supplies to each person, giving people time to work on their letters. If you like, you can play soft background music while people are working.
5. Wrap up: invite 1-2 people to read their letters aloud to the group.
6. Take a photo of everyone with their letters and write a caption to share on any social media to show the power of your group. **Also send your photos to advocacyteams@fcnl.org.**
7. Letter collection:
 - a. **If letters are being delivered to local offices by April 10:** Collect all the letters, put them in a folder so they stay together, and confirm the delivery plan.
 - b. **If letters are NOT being delivered to local offices:** Inform people they can submit their letters in the mail to their Congressional Office. Look up the address ahead of time so that everyone can address their letter to the correct location.

Tips for Effective Letters

Use your own words. Use our talking points only as a guide, because your own words will make for a more powerful message that will stand out to offices.

Ask for one action at a time. Convey your position in the first two sentences, making it clear the action you want the member to take.

Say something about yourself. Personal details — if you are part of a meeting or church; what you do for a living; your role in the community — help your message seem more personal, beyond just a form letter. If you don't want to share your full name, you can also just share your initials and zip code. Naming affiliations you and others share helps to show there is an organized group of constituents paying attention and urging action.

Say why you care about the issue. Sharing the impact of policy in a member's community is important. If you have personal experience with this issue or feel strongly about the right course of action, share that passion.

Bonus: Add a memorable visual. Letters with memorable images, photos, or drawings or can help amplify the impact of your words! For any creatives in your group, invite them to work on a visual to add to your letter that brings home your message.

Talking Points

Rein in ICE and Border Patrol – Stop the Indiscriminate Sweeps in our Communities and Protect Sensitive Locations

- Protect Civil Liberties and Community Safety Leave
Behind: <https://www.fcni.org/resources/protect-civil-liberties-and-community-safety>
- The Trump administration's January 2025 rollback of the sensitive locations policy has led to immigration arrests in schools, hospitals, courthouses, and houses of worship. This bipartisan practice had existed across administrations since 1993.
- These actions endanger families, restrict access to essential services, and violate fundamental religious freedoms, civil liberties, and community safety. It impacts citizens and noncitizens.
- Sensitive locations policies are about reasonable and judicious enforcement guidelines. All law enforcement has parameters in which they must operate.
- Congress must pass legislation to restore these safeguards and ensure enforcement never targets the heartbeat of our American public life.

Simple Template

Date

Dear Senator/Representative [last name],

Introduce yourself, where you live (neighborhood, county, district), and provide a clear ask based on the theme(s) you are focused on.

Explain why the issue is important to you, any connections you have to the issue, hats you wear in the community, what calls you to act. Localizing the issue is also a useful tactic.

Provide talking points, in your own words. Try to localize or give examples if possible.

Close by repeating the ask and that you will follow-up or be paying attention.

Sincerely,

Your Name

Your Address (whatever you're comfortable sharing, this is to confirm you're a constituent)

Email address and/or phone number (if you would like a response this is necessary)

Starter Questions to Help You Speak to Why You Care

1. What aspects of immigration enforcement having free rein at or near places of worship, school, hospitals, courthouses, shelters, etc. feel harmful, unjust, or inconsistent with my values — and why?
2. How *and* why do my faith, moral beliefs, or community values call me to support safety, dignity, and welcome for immigrants?
3. How have I seen fear-based or punitive approaches toward immigrants affect people in my community, and what alternative vision do I hold instead? (*Note: be mindful regarding the sensitivity of others' stories and what one does and does not have the consent to share*).
4. What kind of community or nation do I hope we become, and what moral courage am I hoping my legislators demonstrate at this moment?