

Name: _____

Writing to Make a Difference

1. Create an outline of your letter:

a) Who am I writing to (name, position title, address):

b) Who am I:

c) What is the issue or problem?:

d) What is my stand on it?:

e) What I would like the politician to do about it:

f) Request that the politician write back to tell you what they will do:

g) Thank the politician:

2. Write a first draft of your letter in the formal style. Include the date, the name, title and address of the person you are sending it to, the salutation, the body, the complimentary close, your signature and your address.

3. Your rough draft must be edited by yourself and then peer reviewed before writing and mailing your final copy.