[Letterhead, if you have it]

TEMPLATE: LETTER FOR LEADERS/OFFICIALS
This template was adapted from the Community Tool Box – Organizing for Effective Advocacy online guide.

Date

Title [Name of Representative, Senator, Director, Minister]
Agency/Department Name
Office Address
City, State, Zip

Dear Director/Minister ____________,

First Paragraph:
• Personal information – who you are and why you are writing
• Let your reader know immediately what your letter is about - tell him/her why you are concerned or pleased that a particular decision is being considered and what general action you’d like to see her/him take

Middle Paragraph/s:
• Summarize your understanding of the issue/decision being considered - state the general impact that you expect to occur if a particular decision is made
• Provide details about the issue that you are requesting action on
• Explain your position on the issue
• Describe what changes will mean to you and to others
• Identity others who may be affected by the position - Tell the official which, and how many, people will be affected. Statistics can be very helpful here.
• Acknowledge past support - Mention appropriate actions and decisions the official has made in the past and express thanks for them.
• State the specific action you (and those you represent) hope the official will take
• If this is a letter that opposes some action, offer an alternative

Final Paragraph:
• Summary of issue and why asking (For all these reasons, I ask that . . . )
• Express appreciation/gratitude (Thank you for taking the time/action to ensure . . . )
• If you have the time and are committed, ask how you can help

Sincerely,

[Signature]

Your name, typed
Your Title
Your Address
Your City, State, Zip
Your email and/or phone number

Southeast Alaska Conservation Council