

Writing a Letter to an Elected Official



Paragraph 1: Opening Statement

State your purpose. Who are you and what issue are you writing about?

Paragraphs 2 & 3: Support Your Position

Clearly express your position on the issue. Include reputable facts and personal or local stories.

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Paragraphs 2 & 3: Support Your Position

Paragraph 4: Make an Ask

State your specific request for the official. Identify any relevant pieces of legislation.