

# 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.