

Take Action: Tools for Action (adapted from CA Project Lean's Playing the Policy Game)

Letter Writing

Letter writing is a great way to tell people about your ideas. A well-written, short letter can have a big impact. For example, it can let someone know about your activities, or get someone to support your cause. When you write your letter, follow these tips:

- 1) Keep letters short (one page only).
- 2) Spell the person's name correctly and make sure you have the right address.
- 3) It is okay to hand write or e-mail letters

Here is a guide to help you write a professional, concise letter:

Your name
School name
Organization or club
School address
School city, State, Zip code

Date

Name of person you are writing to
Title of person you are writing to
Street address
City, State, Zip code

Dear (Name of person you are writing to)

My name is (your name). I am a (your age)-year-old student at (your school name). I live in (name of your city or town).

(Explain why you are writing in one or two sentences.)

(Explain why you care about the problem. Use your most interesting facts and shocking statistics. This paragraph can be about three to five sentences.)

(Explain what you are asking for, such as a vote to adopt your policy.)

Sincerely,
(Your signature)
(Your name)