Drafting Your Letter

Make sure to include a salutation, your introduction, and the reason why you’re writing. Describe how and why the issue you’re writing about affects you, and what action you want your audience to take.

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Write the date and the name and address of the recipient.

Salutation