

Advocacy in Action: How to Write a Letter

I. Include in the Initial Letter Setup:

- The current date six tabs from the left.
- Your name and current address on the top left.
- The title and address of the elected official two returns below your name and address.
- A salutation such as “Dear Senator _____:” or “Dear Representative _____:” two returns below the address of the elected official.

II. Include in the Body of Letter:

- An introduction: State your concern and name the topic/issue(s) in the first sentence.
- A description: Identify the issue and the U.S. policy; Provide details such as statistics.
- An opinion: Reference the current U.S. policy on the issue.
- A call to action: State what you would like to see happen.
- A conclusion: Restate concern and express thanks for considering the viewpoint expressed.

III. Include in the Conclusion:

- A closing: Consider “Sincerely,” six tabs from the left, two returns below your last sentence.
- Your name: Typed, four returns below “Sincerely.”
- Your signature: In the space above your typed name.

Be sure to use proper spelling, punctuation, and grammar throughout the letter.

