

[Letterhead, if you have it]

TEMPLATE: LETTER FOR LEADERS/OFFICIALS

This template was adapted from [SEACC's template](#), and from the Community Tool Box – Organizing for Effective Advocacy online guide. For more advocacy resources, go to the [Community Tool Box website](#).

Date

Title [Name of Representative, Senator, Director, Minister]

Agency/Department Name

Office Address

City, State, Zip

Dear Director/Representative _____,

First Paragraph:

- Personal information — who you are and why you are writing.
- Let your reader know immediately what your letter is about — tell him/her why you are concerned or pleased that a particular decision is being considered and what general action you'd like to see her/him take.

Middle Paragraph/s:

- Summarize your understanding of the issue/decision being considered - state the general impact that you expect to occur if a particular decision is made.
- Provide details about the issue that you are requesting action on.
- Explain your position on the issue.
- Describe what changes will mean to you and to others.
- Identify others who may be affected by the position — tell the official which, and how many, people will be affected. Statistics can be very helpful here.
- Acknowledge past support — mention appropriate actions and decisions the official has made in the past and express thanks for them.
- State the specific action you (and those you represent) hope the official will take.
- If this is a letter that opposes some action, offer an alternative.

Final Paragraph:

- Summary of issue and why asking (For all these reasons, I ask that . . .).
- Express appreciation/gratitude (Thank you for taking the time/action to ensure . . .).
- If you have the time and are committed, ask how you can help.

Sincerely,

[Signature]

Your name, typed

Your Title

Your Address

Your City, State, Zip

Your email and/or phone number

