

Writing a Formal Letter to the President

Letter writing is a powerful way to communicate your concerns to the president. In the digital age, most people use email and texts. In the past, letter writing was the main way to send a message to the president. Writing a formal letter shows you took the time to give your opinion on an issue of concern. Since formal letter writing might be unfamiliar to you, we've provided two different templates to choose from to help craft your letter to the White House.

Brainstorm

1. What is one major concern that you have for your community, state, or country?
2. Why is it important?
3. What can people do to help? What can the president do?

Write a Letter

Write a draft of a letter to the president or vice president concerning your issue, and what steps you think the official should take to address it.

Business letter format:

Return address line 1 (street address)

Return address line 2 (city, state, zip code)

Date (Month Day, Year) [April 19, 2018]

Mr. /Mrs. /Ms. /Dr. Full name of recipient

Title/Position of recipient.

Company Name

Address Line 1

Address Line 2

Dear (Title) (Last name):

Body Paragraph 1: Introduce yourself, the community you represent, and the reason you are writing the letter.

Body Paragraph 2: Explain the details of your issue: Who is affected? What is the effect? How long has it been going on?

Body Paragraph 3: Help the recipient of the letter relate to the issue. Why should people care? What can people do to help?

Closing: Thank the person for their time and attention.

Sincerely,

(Sign your name)

First some letters written to President Kennedy.

⁵²
25 ~~FILE~~ DEAR PRESIDENT KENNEDY
3/21
I AM 5 YEARS OLD. I LIKE
TO WATCH TELEVISION.
I KNOW YOU HAVE TO BE
ON TELEVISION BECAUSE IT
IS IMPORTANT. PLEASE TRY
TO BE ON AT A TIME WHEN
MY FAVORITE SHOWS ARE
OVER. IF YOU NEED HELP
ASK CAROLINE.
THANK YOU
DAVID DWIGHT ROSSKAM
1371 PANTHER ROAD
RYDAL PA

JOHN F. KENNEDY

PRESIDENTIAL LIBRARY AND MUSEUM

Department of Education and Public Programs

Art
File

Childs on Space
comment

Secret

Joan Grant
2702 Chestnut Rd.
Santa Barbara

May 2, 1961

Dear President Kennedy

I think you are a
verry nice President.

But I think you should
use more oil and gas
in your rockets and
airplanes.

You should try it.

Make a smaller rocket
ship and put more oil and
gas in it

P.S. turn the paper
over. →

Sincerely, your
Joan Grant

JOHN F. KENNEDY

PRESIDENTIAL LIBRARY AND MUSEUM

Department of Education and Public Programs

Because the Russians
have a airplane that
can go 90 days with out
stoping. Make if you used
a person who is light
and can fit into a small
airplane or rocket it
might do the same thing
as the Russians plane did.

JOHN F. KENNEDY

PRESIDENTIAL LIBRARY AND MUSEUM

Department of Education and Public Programs

2
9/19
159-30 Harlem River Drive
New York 39, New York
September 17, 1963

Sir: Pres'

I am very concerned about the situation in Alabama, it makes my heart ache to see civilized people do such violence. The bombing on Sunday was really awful. Those children were innocent. I know you are the President and you try to do things well, but I would like to offer a small suggestion. I know you have some troops stationed there, but why not send more and make sure they are stern enough to enforce the law and to see that the local police does likewise.

Respectfully yours,
James Jones

JOHN F. KENNEDY

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Department of Education and Public Programs

A transcript of the letters for easy reading:

Dear President Kennedy

I am 5 years old.

I live to watch television.

I know you have to on television because it is important. Please try to be on a time when my favorite shows are over. If you need help ask Caroline.

Thank you,

David Dwight Roskam

Dear President Kennedy

I think you are a very nice President. But I think you should use more oil and gas in your rockets and airplanes.

You should try it. Make a smaller rocket ship and put more oil and gas in it

Because the Russians have a airplane that can go 90 days with out stoping.

Mabe if you used a person who is light and can fit into a small airplane or rocket it might do the same thing as the Russians plane did.

Sincerely yours,

Joan Grant

159-30 Harlem River Drive

New York 39, New York

September 17, 1961

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Respectfully yours,

James Jones

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A place to start your letter.

(Your address):

(Date): _____

President _____
The White House
1600 Pennsylvania Avenue NW
Washington, D.C. 20500

Dear President _____,

My name is _____. I am _____ years old and live in _____.
I have a question for you: _____?
_____?

I am concerned about _____ because _____.
This is important to me because _____.

As President of the United States, I hope you will _____.

Sincerely,

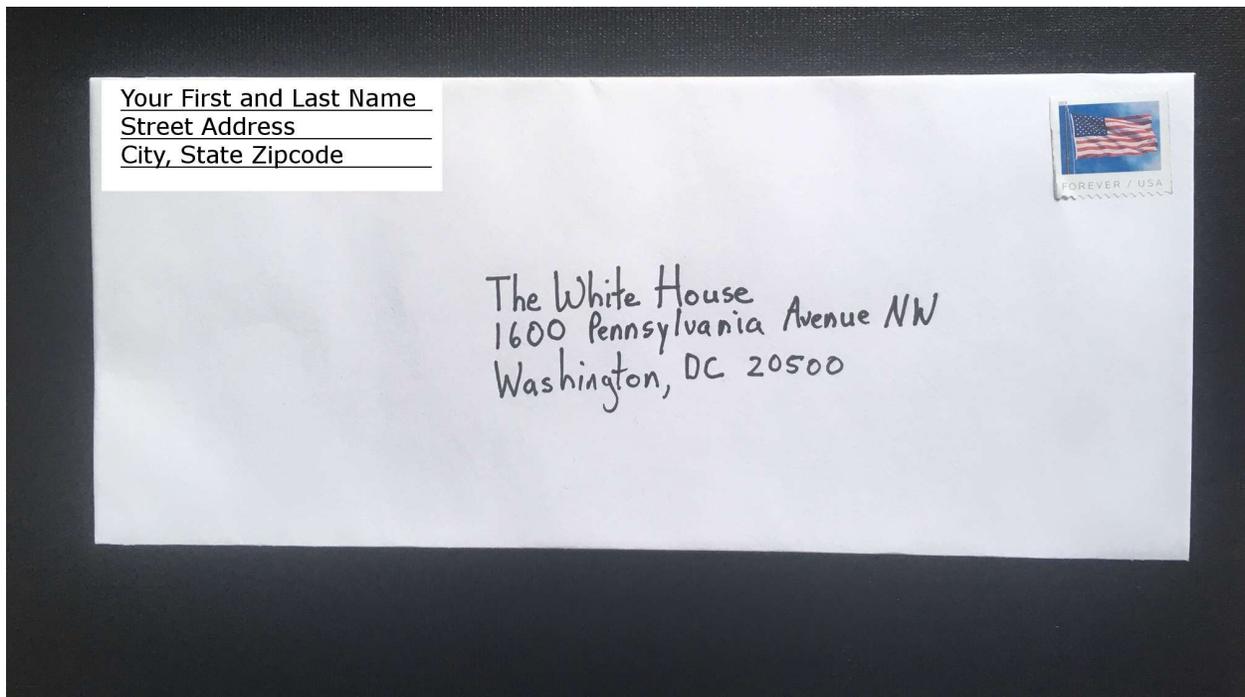
(Your name)

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Prepare your envelope.



Visit www.jfklibrary.org/LetterWriting for a video with historical inspiration from President John Adams and Abigail Adams reading letters to each other and further guidance on writing your own letter to the president.

You can visit www.whitehouse.gov/get-involved/write-or-call/ for more information about how to contact the White House. In addition to writing a letter, you can call or send an email.

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