

## Making Your Voice Heard

1. Make sure you have identified the best person to address the letter to. Who has the power to address your concern?

Name of recipient \_\_\_\_\_

Title (Ex. Mayor, Governor, President, etc )  
\_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Create a salutation or greeting:

Dear [Title] [Last Name],

3. Paragraph 1: Explain why you are writing the letter

I want to voice my concern about \_\_\_\_\_. This  
is important to me because \_\_\_\_\_  
\_\_\_\_\_

4. Give additional details about the issue or situation and why you think the recipient should be concerned, too.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. State what actions or changes you hope to see or questions that you want the recipient to address.

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6. Thank the official for his/her time and attention.

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7. Use an appropriate closing and sign your name. See examples below:

Sincerely,            Best regards,            Respectfully yours,

8. Include your mailing address so that you can receive a response!

First Name Last Name  
Street Address  
City/Town, State Zip Code  
Country