

## A QUICK GUIDE FOR NEW LETTER WRITERS

1. Before you start writing, think what might persuade the authority to take action.
2. Be POLITE and be BRIEF -- write no more than one page.
3. WRITE IN YOUR OWN WORDS. Letters with a personal touch have the best chance of success.
4. Here's an optional guide for first-time letter writers.
  - Dear \_\_\_\_\_ (use the salutation listed in the action)
  - Sentence # 1 – describe yourself and where you are writing from:  
*I am \_\_\_\_\_ (a teacher/a student/a mother/an engineer/a friend of your country, etc.) writing to you from Toronto, Canada.*
  - Sentence #2 – describe the issue/person you are writing about:  
*I am \_\_\_\_\_ (very upset/worried/deeply troubled, etc.) by news that \_\_\_\_\_ (provide enough details that the authority will know what or who you are talking about). YOU MAY WANT TO PUT NAMES IN CAPITALS OR UNDERLINE THEM SO THEY STAND OUT.*
  - Sentence #3 – make a specific call for action to address the problem:  
*I \_\_\_\_\_ (call on you/urge you/ask you, etc.)  
\_\_\_\_\_ (as President, as Minister of Justice, etc.)  
to \_\_\_\_\_ (choose one or two of the recommended actions and put them in your own words).*
  - Sign your name and below, print your name and your address (if you are comfortable doing so). This gives your letter more credibility.