

How to Write an Advocacy Letter (to an Elected Official) - Template

[insert date that the letter was written on]

[Name of the person]

[person's office address]

Dear *[person ~ include Senator/Representative if applicable]*,

My name is your name, I am a your grade at your school, and today I am writing to you about your topic. *[insert your position on the particular issue and why]. [insert a personal story/experience that connects to your topic/position]. [conclude the first paragraph by demonstrating how this particular issue impacts you/your community].*

I propose that your topic can be solved by your solution. *[include some reasons why your solution would be beneficial, and what change it would leave behind]. [insert why you need their help on the issue, and what they could do]. [insert what steps you've taken so far to solve the problem, and their outcomes]. [include any additional resources you think you'd need in order for your initiative to be successful].*

In other communities in our area, they have specific actions they have taken, and that was very helpful. *[insert the impact and outcome of that initiative]. [provide examples of actions they took to reach their goal]. [connect that community to your own through similarities in demographics like population size]. [show how those similar actions could help your community, and why you think it'd work].*

If these preventative actions are taken, the impact of the actions and the benefit the community would have. *[further show how these actions can positively affect your future.your community's future]. [include what steps you'll be taking in the time it takes for them to respond].* You can contact me at your email/your phone number (whatever you're comfortable with), and we can work together to help your topic. Thank you for your time.

Sincerely,

Your name