

## How to Write an Advocacy Letter (to an Organization) - Template

*[insert date that the letter was written on]*

*[Name of the person/organization]*

*[The person's associated organization if applicable]*

*[The organization's address]*

Dear *[person]* from *[their organization]*,

My name is *your name*, I am a *your grade* at *your school*, and today I am writing to you about *why you are writing to them (ex: volunteer opportunities)*. *[insert how you heard about the organization]*. *[insert a personal story/experience that connects to the organization's focus]*.

I think I could be a useful member of *the organization* because *your strengths*. *[provide your previous experiences with their topic/in that field]*. *[list how you can help]*. *[include any ideas you have about certain events/fundraisers/etc. they can put on]*.

In my community, *[explain how the organization can positively impact your community]*. *[provide any ideas of local events/fundraisers the organization can be at]*. *[write how you can help get others involved with that organization]*.

In the future, I'd love to *how you want to further be involved in their field/organization*. *[list what further actions you'll take between now and when they'll respond]*. If there are any open opportunities in my area, I'd love to be a part of them! You can contact me at *your email/your phone number (whatever you are comfortable with)*, and I'll let you know my availability. Thank you for your time.

Sincerely,

*Your name*