

Letter-Writing Template

Use this template to plan your letter.

Sender: _____

Date: _____

Receiver: _____

Dear _____:

Introduction, introduce yourself and explain why you are writing this letter:

For example: I am writing to ask you to vote against the bill on XYZ...

State your opinion/concern:

For example: The reason I ask this is because...

Provide support for your opinion/concern:

For example: If this bill passes, it will result in the following problems....

Add personal details, explain why you are concerned by this topic:

For example: This bill personally affects me because....

Conclusion, thank the senator for his/her time and restate your request:

For example: Thank you, Senator Smith, for your time, and again I ask that you vote against...

Sincerely,

Sign your name in cursive .

Print your name neatly.