

SAMPLE ADVOCACY LETTERS

- Decide to whom you will write.
- Use a business letter format.
- Use correct salutations and addresses for the recipient.
- If it is a letter to the editor you can begin by, "Dear Editor"
- Elected officials should be addressed as "The Honorable" (i.e., The Honorable _____, or Dear Senator _____).

The Honorable _____
United States Senate
Washington, DC 20510

or

The Honorable _____
Unites States House of Representatives
Washington, DC 20515

- Include your name and address on both your letter and envelope.
- Include your other important contact information in the letter-
Name, address, telephone number and e-mail address.
- Keep it short-one page!

Sample Letter – Generic

Your Name
Full Address
All contact information

Date

Recipient's Name/Title
Full Address

Dear [Recipient's name]:

First Paragraph: Introduce yourself and tell who you are. State your reason for writing – what you want and why. (If the letter pertains to a specific bill or piece of legislation, identify it in the letter.)

Second Paragraph: Support the issue you are addressing with key statistics, compelling facts, and/or background information.

Third Paragraph: Share your story to clarify your position.

Fourth Paragraph: Summarize and reiterate your position/request. Identify other ways your recipient can help with the issue (e.g., attending school board meetings; hosting town hall meetings.)

Fifth Paragraph: Thank recipient for reading the letter and ask for a reply with his/her position on the issue and/or how he/she will address the issue.

Sincerely,
[Your name]

Sample Letter Template

Your Name
Full Address
Contact Information

Date

Recipient's Name
Full Address

Dear [*Recipient*],

My name is [*your name*]. I am writing to ask that you support education initiatives that support the emotional and physical health and well being of all children.

We can no longer afford to turn our backs on the systemic pressures faced by youth, teachers and parents in our high-stakes education system and culture. The demands have crushing, unintended consequences. Many students are disengaged, cheating is commonplace, stress-related illness, depression and burnout are rampant, and students arrive at college and the workplace unprepared and uninspired.

I specifically am requesting that you take action to [*be specific*]. Currently [*briefly provide some compelling facts and statistics about the issue.*] This issue is important to me personally because [*briefly provide something personal about how you or your child is affected.*]

You are empowered with the capacity and privilege to make a difference. I urge you to take the necessary steps and [*reiterate action you want taken*] so that our students can benefit from an education that supports them in becoming whole individuals who will flourish into healthy, bright, and contributing citizens of the 21st century.

Thank you for your time. I hope that I can count on you for your support. I look forward to hearing back from you in the coming weeks.

Sincerely,
[*Your name*]