

Letter to an Elected Official Critical Research Project

Using facts/information from our Critical Research action plan, write a well-organized letter to a leader who would have some say in policy regarding your chosen issue. Leaders may include the heads of corporation, federal or state senators and representatives, school administrators, mayors. Don't write the president. Don't write to an environmental organization. Write someone who can learn from your research and who can make changes.

Follow the [traditional MLA business letter block style](#) format and these guidelines...

- a. Identify yourself as a college student in the opening sentence.
- b. State your concerns related to one topic, including real world context.
- c. Call for a solution or action. State specific actions, not generalities.
- d. Support your position with *facts* from your research, not just "I think...."
- e. Share the benefits of your action plan. "There are always alternatives." - Spock

A short, well-organized letter based on data is more likely to be read and acted upon. Everything in the letter should support your point. If a sentence isn't needed, chop it. This is similar to Edgar Allen Poe's "unity of effect."

Recognizing the recipient's view may make them willing to listen and/or act. Threats are weak.

We will visit the writing center to get writing ideas before starting this letter. A sign-off sheet will be required as evidence of the writing center consultation.

This letter is due in a stamped, addressed, unsealed envelope in class on November 29th, 2018. If you get a response, share it with the class.

1. My issue of concern is _____

2. I will write NAME _____ POSITION _____

ADDRESS _____ CITY/STATE/ZIP _____

3. I have chosen the above person because _____
