**Letter To A Public Official**

After participating in a deliberative dialogue, you will write a letter/email to a public official (local, state, or national level). You will first need to research local, state, or national issues related to the deliberative dialogue topic you just discussed. This could involve reading a local newspaper, viewing town council or school board meeting minutes, or researching proposed state or federal legislation. You will also need to identify the individual you will write to and find their address.

The topic of your letter should involve at least one of the options listed within the deliberative dialogue issue guide. Within the letter, you may include an offer of support or opposition, an attempt to learn the position of an official on a specific matter, or a request for help. In the letter, make sure you articulate your knowledge of the issue (use the issue guide and/or some of your own research in your letter) and describe the impact(s) that issue has on the community and why it matters to you.

SAMPLE LETTER THAT YOU CAN USE TO WRITE TO YOUR LEGISLATOR

(Month) (Day) (Year)

(First name) (Last name)

(Address)

(City), (State) (Zip Code)

RE: (state the topic or include the bill number, author and subject if you are writing to support or oppose a particular legislative bill)

Dear (Councilmen/Assembly Member/Senator) (Last name):

My name is (your first and last name), and I (list affiliation with this legislator, such as “I live in your district” or “I attend school in your district”).

(State why you support or oppose the bill or other issue here. Choose up to three of the strongest points that support your position and state them clearly.)

(Include a personal story. Tell why the issue is important to you and how it affects you, your family member and your community.)

(Tell how you want her or him to act/vote on this issue and ask for a response. Be sure to include your name and address on both your letter and envelope.)

Sincerely,

SIGN YOUR NAME

Print your name   
Street address   
City, State, Zip code