



Advocacy Letter Template

Name _____

Date _____

Class _____

Instructions

Complete the template advocacy letter below, filling in each paragraph with complete sentences. Ask your teacher or another student to proofread each paragraph and suggest edits. Type the advocacy letter, using this template and including the edits.

_____ (Your full name)

_____ (Your mailing address)

Dear Councilperson _____,

Paragraph 1 – The Introduction: In two to four sentences, briefly describe the problem(s) and what action(s) you want your political representative to take to address it/them. _____

Paragraph 2 – The Issue: Describe the problem in detail, how you discovered it, and how it affects you, your family, neighbors, and the entire community. _____



Advocacy Letter Template (con't)

Paragraph 3 – The Solution: In detail, state what your proposed solution is and how it will specifically address the problem. _____

Paragraph 4 – The Call to Action: State the problem again and what action you want the representative to take. Restate how this action will benefit the community and you. End with a strong statement. _____

Sincerely,

_____ (Your signature)

_____ (Your printed name)