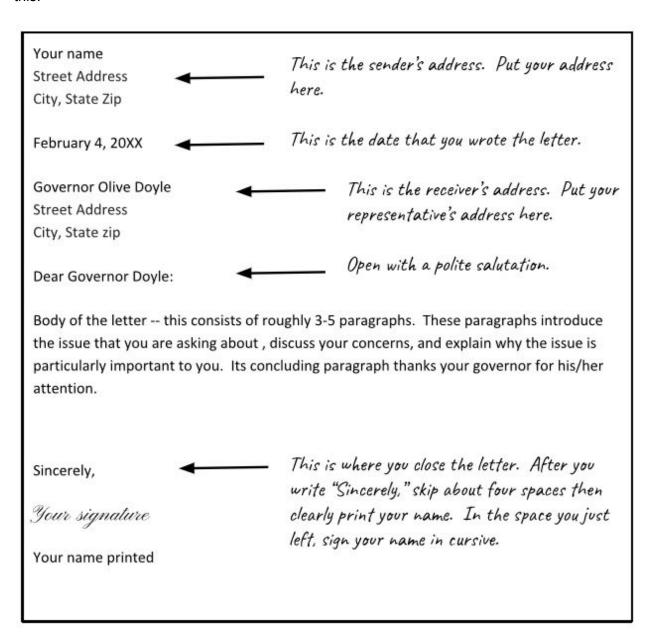


Letter-Writing Guidelines

When you write a letter, you want to make sure that you follow specific guidelines and formatting requirements. By doing so, you accomplish two things: first, your letter will have all of the necessary content, which makes it easier to get your point across; second, your letter will look nicer and be taken more seriously by the reader.

When you write to your governor, you want to use a business letter template, which looks like this:



The body of your letter should contain the following:

- An introduction: introduce yourself and explain why you are writing this letter. This is
 where you tell the governor that you would like to know his or her stance on a particular
 issue.
- Support: in this case, you want to explain why this is important to you.
- Additional support: you want to include some personal details explaining why this matters.
- Conclusion: here you provide a polite thank you and restate your request.

This might seem like a lot, but don't worry -- each paragraph is only a few sentences. You want to get right to the point with your letter. Be specific with your request and then explain why it is important. Do not let your emotions get in the way!

Use the template to plan your letter. When you are ready, write your final copy on a clear sheet of paper in your best and your neatest handwriting. If you are able to type your letter, do so; but if not, don't worry. Governors still read handwritten letters!