

## Sample Format for Letter Writing

Write your letters! If you don't have access to a computer, then hand write them legibly! Please send your letters and use this format for direction if you need help with writing letters!

Use personal examples of what this means to you and try not to personally attack the opposing side, be constructive.

Date

Name/title of recipient

Address of Recipient

Dear:

SUBJECT: IDENTIFY THE MAIN SUBJECT OF THE LETTER IN ONE LINE

**EXAMPLE: OBJECTION TO THE CASTLE PARKS DRAFT MANAGEMENT PLAN**

Paragraph #1: Open directly, state simply and clearly the information that you want to present in your letter. You can give a brief introduction of yourself and a history of your experiences in the Castle.

**EXAMPLE: As a frequent user of the Castle Wilderness for the past 30 years I am writing to express my concern regarding your government's proposed Draft Management Plan.**

Body Paragraphs #2-3: Provide details of your feelings/response to the draft plan and how it will affect you and all Albertans. Provide specific examples to support your information. You can use facts and examples. If you have solutions offer them.

Paragraph #4: Summarize your point and provide a specific call for action (**EXAMPLE: I am writing this letter to ask you to please remove the Castle Park Initiative and keep the South Saskatchewan Regional Plan in place**).

**\*\*\*\*INCLUDE IN THIS PARAGRAPH THAT YOU WANT A REPLY TO THIS LETTER AND STATE HOW YOU WOULD LIKE THE REPLY (EG. MAIL/EMAIL)**

Sincerely,

Full Name

Address \* **you must include your address so your constituency can be verified**