

Activity 6.3: Writing a letter/email

SAMPLE OUTLINE

Your name

Address (street, city, province, postal code)

Name of business or agency

Address of business (street, city, province, postal code)

Date

Dear Mr. or Mrs.

(if you don't know the name of the person you are writing to, write "To Whom It May Concern").

Step One:

- Why are you writing?
- What is the problem?

Step Two:

- Why does the problem need to change?
- Are there any rules that say this problem needs to change?

Step Three:

- What is the best solution you can think of to the problem
- Are there any other solutions?
- Have any solutions been tried already? Why are they not suitable?

Step Four:

- Thank you for taking the time to consider this problem
- Would you like to talk with the person more about the problem?
- How can they contact you?

Sincerely,

Your name

Cc. this is where you write the names of anyone else you have sent the letter to because they are interested in your problem or might be able to help you.

Activity 6.3: Writing a letter/email

SAMPLE THANK--YOU

Your name

Address (street, city, province, postal code)

Name of business or agency

Address of business (street, city, province, postal code)

Date

Dear Mr. or Mrs.

(if you don't know the name of the person you are writing to, write "To Whom It May Concern").

Step One:

- What has happened?
- What needed to change?

Step Two:

- How has changing the problem helped you?
- Has it helped anyone else?

Step Three:

- Thank any specific people who helped you to change the problem
- Thank the business or agency as a whole

Sincerely,

Your name

Cc. this is where you write the names of anyone else you have sent the letter to because they are interested in your problem or might be able to help you