

Steps for writing a letter

Texting and emails are great tools but letters have a higher impact. They can let people know what you think, be used to gain support for an idea or provide an important thank you to a person or group that have helped you.

- Plan your letter. What do you want to say? What are your key points? What do you want the reader to do after they have read your letter?
- Write a draft letter first. Read it to make sure your points are clear. This is a good time to double-check your spelling and check for errors.
- Include the date, and your name and mailing address so the person can answer you.
- Write to a specific person and include their name, title and their address at the top of the letter.
- Type or write neatly.
- Be polite and be personal—let them know why you are concerned, or why they should help you or why you really appreciate what they have done for you. And, use your own words. The letter is from you!
- If you are asking them to support you or to take some action, make sure you tell them exactly what you want them to do and why.
- Make sure to sign your letter—and if it is a letter from a group, all of you should sign it.
- When you mail it, make sure it has the proper postage and keep a copy for your records. And, if you would like, please share your letter with us to show us what you are doing. We would be happy to receive a copy of it (see our Wetland Heroes form on page 19-20).



Your Letters Have Power!

A Mayor in BC sent a letter to a Grade 3 class telling them that their letters resulted in more protection of bird nesting areas and that "with these letters fresh in our memory" the local Council increased the protection for a wetland located near a proposed new housing development.