



Contacting People

Use the letter template shown below to contact someone via mail. If you are contacting someone via email, you do not need to include location information and the date.

School Name
Group Name
School Street Address
City, State ZIP Code
Date

Name and Title of Person
Name of Associated Organization
Organization Street Address
City, State Zip Code

Dear (Person's Name with Title, if appropriate):

State who you are and briefly explain the issue and your role as a stakeholder.

State your purpose for writing (What do you want—information, assistance, support — from this person?)

Use details to persuade the person to agree to your request.

Reconfirm exactly what you want this person to do.

Sincerely,

Group name
Contact information (Be sure to use a school address and not a home address)