

A Letter of Complaint

It is your right and privilege as a citizen of Taiwan to write or contact your government leaders and tell them whatever you want. Maybe you are upset about your school curriculum. Maybe you would like to see more parks in the city. Maybe you are fed up with all the pollution. This is your chance to complain to President Ma or Mayor Ko about it all and offer your suggestions for improvement. This is a school assignment, but you are free to do this anytime you want. It is free and easy today over the Internet.

This will be a **formal or business letter**, so you should use standard business letter format when you write. It should also be written in a polite and **formal tone**. You're not writing to grandma here. See these resources for learning how to write to the president (<http://goo.gl/LOmYsH>) or the mayor (<http://goo.gl/sboCYE>).

In your letter, tell you should give your opinion to President Ma or MAYor Ko regarding an issue that is important to you. You may make suggestions, and even make complaints, but remember to do so very politely. These letters **WILL** be mailed. Really. So, try your best and take it seriously.

Recommended structure for your letter:

Paragraph One: Introduction

Introduce who you are, where you live and go to school, and why you are writing. This should only be 2-4 sentences. Be brief

Paragraph Two: Your Complaint

After your introduction, introduce your complaint. What is bothering you? Why? How does it affect your life and the lives of others? Why is it an important issue? Do not go beyond discussing your complaint in this paragraph.

Paragraph Three: Solutions

While you may not know how to fix the problem you are complaining about, you should at least show that you have thought about it. What are some things you would like to be done about the problem? What are your ideas? What are some ideas from other cities/countries that you would like to see tried?

Final Paragraph: Closing

In this paragraph you signal that you are finished. It should read something like, "Thank you Mr. President/Mayor for taking the time to read my letter. I know you are busy, but I think this issue is very important to our city/country. Please take the time to consider my ideas. I am looking forward to your action on this issue."

Please see an example letter at <http://goo.gl/7EaXf2>.