

Letter to an Elected Official

(Assignment courtesy of Kristy Michaud)

Purpose

The purpose of this assignment is to increase your sense of agency by writing a letter to an elected official. You'll apply what you've learned in the class by writing a letter in which you discuss a local, state, or national issue that has an impact on you and your community.

Task

In this assignment you get to write a 1-2 page letter to an elected official in which you describe a political issue facing your community, your position on the issue, and the policy change you would recommend to an elected official regarding the issue. Please refer to the sample letter outline below.

Letter Outline

Dear _____,

[Part 1]:

- Introduce the political issue you are writing about [For example, "I am concerned about the levels of toxic air pollutants in my community, which is predominantly made up of people of color."]
- Explain why you are writing to that person in particular about the issue ["I'm writing to you because, as a member of the Board of County Supervisors, you can propose policy about industrial zoning and permitting to ensure that business that produce toxic air pollution are not concentrated in areas primarily inhabited by people of color."]
- Describe the political issue in more detail and explain to the elected official why it is important to you.
- Be sure to cite any sources you refer to in this section using APA citation standards

[Part 2]:

- Explain to the elected official what you would like them to do to solve the problem. Here you should use concepts from the class (readings and meetings) to

support your position and proposed solution. This will make your proposal more compelling (and it will make it clear to me that you've learned how to apply concepts from the class to real world problems!).

- Be sure to cite any sources you refer to in this section using APA citation standards

Sincerely,

[Name, Major, Expected Graduation Month and Year]
