

When Writing a Letter...

- 1 - Remember to be Polite, respectful, and purposeful.
- 2 – Ask thought provoking Questions or Questions that require a response.
- 3 – Be short simple and to the point.
- 4 – There are 2 major forms of reasoning; try to include both Facts and Emotional arguing.
- 5 – When using Emotional reasoning people respond most to is it “Caring” is it “fair”?
- 6 - Sharing Personal stories or experiences go a long way.
- 7 – Sign your name and include your Address at the bottom of the letter.
- 8 – Ask for a response.

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