

# A guide to letter writing



Your name  
Your Address  
Date of Letter

Recipient's name  
Recipient's title  
Recipient's company address

Recipient's Name:

As members of parliament get many letters they tend to be read quickly. Therefore, you should get to the point in the first paragraph or the first sentence. State clearly why you are writing.

In the paragraphs that follow, expand on your reasons for writing. If you have two ideas for new facilities spread these ideas out into two paragraphs, one idea per paragraph. Incorporate statistics from your Excel population graph so that the recipient knows that you have done your research. For example, 'Figures from the recent census indicate that our area is experiencing a baby boom. As a result of this we would like to see ...'

As your letter will be read quickly it needs to be spaced out. It is a good idea to ensure that the line spacing is set to 1.5 lines. (You can find this option by right clicking your mouse and clicking on 'paragraph ...'). Space your letter on the page so that it does not crowd the top of the page and try and keep your letter to one page. Use shorter sentences and paragraphs than you would in a longer document.

In your last paragraph tell the recipient what you want them to do with this information.

Sincerely,  
(your names)

*Signature (If you were printing this letter you would now sign. As you are emailing this to your teacher don't worry about this step.)*