

Patty Jones
123 A Street
Town, ST 12345

15 July 2007

Councilman Smith
City Council Building
123 City Boulevard
City, ST 12345

Dear Councilman Smith:

First, state the issue that your letter is regarding. In this introduction paragraph, you will need to identify yourself and describe your connection to the issue that you're writing your letter about. Be sure to be specific when identifying any legislation that you are referencing.

Then, begin to describe your concerns or praise. Organize your paragraph to touch on three to five points in some kind of order. You might prioritize your concerns. You could also address your points in a time progression of what happened first, second and third.

Make your proposal for a course of action. Keep it short and sweet, and make sure your steps of action are clearly identified. This paragraph should be about 5-7 sentences long.

Thank the official for their time and attention to the issue that you are addressing.

Sincerely,

Your signature

Your printed name