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# Session 9

## SAMPLE LETTER

Your Name  
School Name  
Organization or Club  
School Address  
City, State, ZIP Code

Date

Name of person you are writing to  
Title of person you are writing to  
Street Address  
City, State, ZIP Code

Dear [Name of person you are writing to]:

My name is [your name]. I am a [your age]-year old student at [your school or organization]. I live in [your city or town].

[Explain why you are writing in one or two sentences]

[Explain why you care about the problem. Use your most interesting facts and shocking statistics. This paragraph can be about three to five sentences].

[Explain what you are asking for, such as a vote to adopt your policy.]

Sincerely,

[Your Name]