

# Letter Writing Tips

Use these tips to help you develop and write your letter



- Keep it short and stick to the point - Try to avoid long sentences and ideas not relevant to what you're trying to say.
- Make it personal - Tell why you care about this issue and why you want to take action for this issue.
- Appeal to your audience - Think about your audience and try to write in a way that will appeal to them.
- Give praise - Acknowledge the achievements of the person/organisation you are writing to, as well as other people or organisations working in this space. A bit of praise goes a long way!
- Stick to the facts - One inaccurate statement or accusation can switch a reader off or make another excellent letter irrelevant. Fact-check everything you put in the letter and make sure you quote relevant and valid facts from trusted sources.
- Point out the benefits - Suggest why it is in the interest of the person or organisation you are writing to take action on this issue.
- Avoid jargon and slang - Not everyone knows the jargon that you know or the slang that you know. Try and use plain language, but remember, this doesn't mean you can't be interesting, clever or funny!
- Use a positive tone - Try to use positive words and phrases. Your reader is much more likely to respond well to a positive tone; a negative tone may make them feel upset or defensive.
- Be respectful - Even when you're writing a complaint letter you need to be nice.
- Ask for a reply - Apart from seeing the impacts of your action, getting a letter back can motivate you to take more action. Don't be disheartened by negative feedback - use this as a superpower to go bigger and better next time!
- Proofread - Check your spelling and grammar, and ask someone else to read through your letter before sending.
- Make copies - Keep copies of the letters you send out and the replies that you receive.
- Structure - A letter is generally written in three parts:
  1. The Opening
  2. The Body
  3. The Closing
- Also remember to add a date and a return address, in case your reader wants to write back to you. And don't forget to sign your letter at the end!

