

Summer Government Project – Write a Letter to an Elected Representative

For this project you will write a formal, business-style letter to a government official. The topic should be something that is important to you and pertinent to the official you are writing. For example, you may want to write the President about the US response to global terrorism or your city council member about a pothole on your street. You should not mention that you are writing a letter for a school assignment.

We want to receive a response to your letter; you should ask specifically for a written reply or particular action. You may write to a city, state, or federal representative, but in my experience you are most likely to receive a reply from a local official. You do not want your letter to be ignored, so you should use the format of a formal business letter. You will need to research the mailing address and appropriate salutation. Please observe the following guidelines:

- Use the style of a formal, business letter. Please proofread.
- Write two to three paragraphs. Your letter should be typed.
- Use the appropriate address and salutation.
- Identify yourself and tell why the issue is important to you.
- Be polite and respectful.
- Ask for a response. Explain what you want the government to do. Request a reply to your letter.
- Include your mailing address.

Mail your letter during summer break, but print an extra copy to turn in at the beginning of school. Please save any response that you receive.

Letters that receive a reply are judged to be of a superior quality, because they have received the attention and generated the action of someone in government. A response from a higher-level official will also be scored at a higher level. For this reason, you may want to write to more one than representative.

If you have questions, you should e-mail me before June at mkruege1@houstonisd.org. During summer break I may be hard to reach.

I have also created a website for next year's government and economics classes at mkm.weebly.com with another copy of this assignment.