**LETTER TO EDITOR TEMPLATE**

[Date]

[Full Name of Person you are writing to]

[Street # and name]

[City, Province]

[Postal Code (IN CAPITALS)]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**PARAGRAPH 1:** “Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from Mr. Reynolds’ grade 10 Civics class at Fenelon Falls Secondary School. I am writing to you to voice my concern for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

The second blank above, you will tell them (in this order):

1. The problem 2) Who it affects 3) Where it’s taking place

**PARAGRAPH 2 (AND 3 POTENTIALLY):**

*Each of the following bullets will be AT LEAST 1-2 sentences.*

* State the EXACT rule/law/condition in its entirety

“Currently at FFSS...”

* Agree/acknowledge the logic with the current rule/law/condition (showing you’re not being demanding *without* understanding)

“I understand…”

* Tell them why there needs to be a change (could include several reasons)

“Right now…”

**FOCUS ON THE NEGATIVES!!!**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

* Give them a **SPECIFIC,** new plan of action
	+ might be changing a rule, but say EXACTLY what you think the new rule should be…even penalties for
	+ “Trial Period”….to prove your worthiness

“I propose that we…”

* Explain the overall benefits that this new plan will bring

“I think this new plan will be successful for many reasons. It will…”

**FOCUS ON THE POSITIVES!!!**

**PARAGRAPH 3:**

2-3 sentences on thanking them, and asking them to take your considerations seriously.

Sincerely,

[Your SIGNATURE]

[Your Name PRINTED]

**SCHOOL NO EXTRA WORK!!**

 **LOCKERS BIGGER**

 **BREAKS**

 **SPORTS**

 **SMOKING SECTION**

**START TIME**

**CITY GARBAGE PICK UP**

 **PLOWING ROADS**

 **POT HOLES**

 **LOCAL SPEED LIMITS**

 **PARKING ISSUES**

 **SKATE PARK/REC ISSUE**

**PROVINCE DRIVING AGE/PROCESS**

 **SCHOOL STARTING TIME**

 **REQUIRED COURSES**

 **HOSPITAL WAIT TIMES**

 **PROV. HIGHWAYS**

 **CLASS SIZES**

 **RIGHT TO VOTE!!!**

**COUNTRY RIGHT TO VOTE!!!**

 **SENTENCE LENGTHS**