

# Writing a Letter to Your Legislator

**Objective:** Write a persuasive letter to your legislator about an electoral issue that matters to you.

## Instructions:

1. **Choose an Issue:** Identify an electoral issue you care about (e.g., voter registration laws, election security, or promoting voter turnout).
2. **Research:** Gather information about your issue and why it is important.
3. **Write Your Letter:** Use the following structure:
  - **Introduction:** Introduce yourself and state the purpose of your letter.
  - **Issue Description:** Explain the issue and its impact.
  - **Arguments:** Present arguments and evidence supporting your position.
  - **Call to Action:** Clearly state what action you want the legislator to take.
  - **Conclusion:** Summarize your points and thank the legislator for their time.
4. **Format Your Letter:** Use proper letter format, including addressing your legislator appropriately.
5. **Submit:** Turn in your letter for feedback and possible submission to your legislator.

## Tips:

- Be clear and concise.
- Use respectful and formal language.
- Provide specific examples and evidence to support your arguments.
- Proofread your letter for grammar and spelling errors.

<b>Criteria</b>	<b>Excellent (4)</b>	<b>Good (3)</b>	<b>Satisfactory (2)</b>	<b>Needs Improvement (1)</b>
<b>Issue Selection</b>	Clearly identifies a relevant and specific electoral issue.	Identifies a relevant electoral issue.	Identifies an issue, but lacks relevance or specificity.	Does not clearly identify an issue.
<b>Research</b>	Provides well-researched, accurate, and detailed information.	Provides accurate and somewhat detailed information.	Provides some information, but lacks detail or accuracy.	Provides minimal or inaccurate information.
<b>Introduction</b>	Clearly introduces self and states the purpose of the letter.	Introduces self and states the purpose of the letter.	Introduces self but the purpose is not clear.	Does not clearly introduce self or state the purpose.
<b>Issue Description</b>	Thoroughly explains the issue and its impact with clear details.	Explains the issue and its impact with some details.	Describes the issue but impact is not clearly explained.	Issue and impact are poorly explained or unclear.
<b>Arguments</b>	Presents strong, well-organized arguments with supporting evidence.	Presents clear arguments with some supporting evidence.	Presents arguments, but lacks supporting evidence.	Arguments are unclear and lack evidence.
<b>Call to Action</b>	Clearly and specifically states the action desired from the legislator.	States the action desired from the legislator.	States an action but lacks clarity or specificity.	Does not clearly state the desired action.
<b>Conclusion</b>	Effectively summarizes points and thanks the legislator.	Summarizes points and thanks the legislator.	Partially summarizes points and/or thanks the legislator.	Does not summarize points or thank the legislator.
<b>Format</b>	Uses proper letter format, addressing the legislator appropriately.	Uses proper letter format with minor errors.	Uses letter format but with several errors.	Does not use proper letter format.
<b>Clarity and Conciseness</b>	Letter is clear, concise, and to the point.	Letter is mostly clear and concise.	Letter lacks clarity or is overly wordy.	Letter is unclear and not concise.
<b>Language and Tone</b>	Uses respectful and formal language throughout.	Uses mostly respectful and formal language.	Uses respectful language but occasionally informal.	Uses informal or disrespectful language.
<b>Examples and Evidence</b>	Provides specific, relevant examples and strong evidence.	Provides examples and evidence, but some may be general.	Provides some examples, but lacks strong evidence.	Does not provide specific examples or strong evidence.
<b>Grammar and Spelling</b>	Free from grammar and spelling errors.	Contains minor grammar and spelling errors.	Contains several grammar and spelling errors.	Contains many grammar and spelling errors, hindering understanding.