

LETTER WRITING TIPS – January 26, 2017

Yes, the closure of trails within the Castle Park and the manner in which they were announced are outrageous. But your aim is to be listened to. Assume your reader is open to reason and write your letter should be polite, and respectfully worded appeal.

Before you start writing, think what might persuade the authority to take action.

The following are letter-writing tips in response to the recent announcement on the Castle Park Area.

- Write an actionable letter and ask that this matter be given immediate attention.
- Use a reasoned and respectful tone.
- Keep to the facts that have been provided to you by your club and AOHVA. Make sure that your letter is insightful and well written. The letters that wind up at the top of the stack will be readable, relevant, and easy for the official to understand.
- Point to positive opportunities for solutions.
- Be brief. Letters should easily fit on one side of a single page.

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