**Social Issue Letter Guidelines**

1. Decide who the letter will address. Audiences to consider:
   1. News Media
   2. Organizations that support cause
   3. Organizations that need to be aware of cause
   4. Political leaders or groups
   5. Social institutions (school, church, etc)
2. Decide what needs to be addressed in letter. Topics to consider:
   1. Importance of issue
   2. Research on issue
   3. Your action concerning this issue
   4. Suggestions for action for this cause
   5. Request for future help
3. Write a draft of letter. Make sure you use a business letter format and tone in writing.
   1. Resource for parts of a business letter: <https://owl.english.purdue.edu/owl/resource/653/01/>
   2. Sample business letters: <https://owl.english.purdue.edu/owl/resource/653/02/>
4. While this draft does not have to be typed, your final copy will be typed and mailed. Make sure you do the best you can do now, so you will have fewer corrections to make later.