

Take Action!
Civic Engagement Unit

Checklist for the formal letter to a government representative

- My letter follows the format of a formal letter and includes proper headings; a greeting; an introduction, body, and closing paragraphs; and my signature.
- I show understanding of the different roles and responsibilities of government by raising a concern and making an inquiry or request appropriate to the level of government addressed in this letter.
- My letter clearly states a purpose and has appropriate explanations or facts to support my inquiry or request.
- I use precise vocabulary, with an awareness of the audience and the purpose.
- I have no spelling errors and use proper punctuation and grammar.