

Sample Letters

Directions for letter writing: Each group writes letters specifically to their Congressperson, Senator and a nonprofit organization.

Date you wrote this letter

The name of the person or nonprofit to whom you are writing

Their address and include the office number if available

City, State and Zip Code

Dear Senator (Use proper title) _____

Type your letter here.

Our class has been studying how to help our Great Lakes. We are very concerned about allowing slant drilling on the Great Lakes. We learned about how drilling accidents can cause a great deal of harm to the water, fish and animals. We know that you voted to stop this exploration and drilling.

Thank you for your efforts to help the Great Lakes. We hope you continue your efforts on the behalf of all of us.

Sincerely,

All of the group members should sign their names

Use the word processor to print the names

Sample letter to a nonprofit foundation, agency or organization



Date you wrote the letter

Contact person's name: Mr. Mrs. or Ms.

Title if known

Name of the organization, foundation or agency

Address

Type your letter here

Dear Professor Jones,

Our class studied the Great Lakes Water Basin and we learned about the problems it has. Your efforts to find out who was responsible for the oil spill into the Rouge and Detroit Rivers in April, 2002 are greatly appreciated. If it were not for your (**name of the foundation, organization, group**) great harm to people, fish and animals would have been done. We applaud your work and hope you continue your great work.

Sincerely,

All of the group members should sign their names

Use the word processor to print the names

