

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
Address Line		
City, State Zip Code		

Re: Persuasion – Letter to Government Official

Dear :

I am a concerned, law-abiding citizen of {name}. For the most part, I have no complaints toward the governing of this city, however, yesterday I was driving home and it took me thirty minutes to get through the traffic light. I sat through four lights before I was able to cross the intersection. This has been going on for two months with no reduction of traffic. This is ludicrous. I moved to this area because it was a quiet neighborhood with little traffic, I still like this area and wish to continue living here, however, something must be done to handle the traffic more effectively. The traffic can be a wonderful sign of growth; however, to keep this community happy and healthy, something must be done to make living easier.

Please consider this dilemma when considering the growth of the city. Thank you for your time.

A concern citizen,

N A M E