

Your name
Address
Your City, State, Zip Code

Recipient or Company Name
Address
City, State, Zip Code

Today's Date (**month, day, year**)

Salutation (Examples: Dear Sir or Madam, Dear Senator Sean O'Brien, Dear Ms. Brown),

My name is _____ and I am a _____ grade student at insert school name, in insert city, insert state. I am writing to you about insert name of animal, or insert name of ecosystem, or insert environmental problem.

Insert name of animal/ecosystem/problem is important to me because insert reason why it is important. The problem is insert cause or contributor of the problem. There is a solution to this problem and I am asking you to be part of the solution! Insert the solution (what the person or company can do). My idea is insert your bright idea.

NOTE: If you are writing to a local, state or national representative, ask her or him to create or support legislation (laws) that can help solve the problem.

Thank you for taking positive action!

Sincerely,

(skip 4 spaces)

Sign Name

Print Name