

Write your own letter!

Use tips below and provided outline to craft your letter to your officials

REMEMBER TO SIGN YOUR NAME

Tips on Writing a Letter to Officials

- Use professional language
- State the issue you are writing about
- State what you would like the official to do about the issue
- Make it personal to your experiences
- E-mails and letters both work, but we suggest sending e-mails as they are more efficient, save paper, and tend to be viewed more often
- Make sure to use as up-to-date information as you can (see our Resources page for guidance)

Follow this outline when writing your letter:

[Date]

Dear _____,

Paragraph 1:

[State who you are and your reason for your letter]

Establish who you are and any community groups you are a member of (CLEAN) and your particular concerns with Naperville Electric (see our sample letters for reference)

Paragraph 2:

[Further explain the issue you are raising]

This is where you can go into further detail about your concerns on the issue. It is the perfect place to explain any personal experiences or difficulties the issue has caused.

Paragraph 3:

[State what outcome you are looking for]

This is where you put your call to action. Tell the official(s) what you want them to do. This could be in regards to transparency, voting, town halls, activism, etc. (again, see our sample letters for reference)

Paragraph 4:

[Summarize your letter]

State the issue and why you want it to be solved.

Thank you,

[Your Name]

[Your e-mail, address, or phone number]

This is so the official(s) you are contacting may respond to your letter.