

# Letter to Congress

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rock by rock   
Writing Resources

**About:** Use these classroom posters for student guides during the Save the Elephants Take Action Project.

**Included:**

- **Parts of a Letter**
- **Letter Writing Strategy**
- **Addressing an Envelope**

Students often need visual reminders when completing projects like letters to Congress.

**Teacher Tip:** Make each student a small flip book with these posters to keep in their writing resources.

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## Parts of a Letter

**Your Name  
Address**

Your Name  
Address

**Representative  
Address**

May 1, 2023

Representative's Name  
Address

**Letter**

Dear Representative,

I'm writing today....

Sincerely,  
Your Signature

**Date**

**Greeting**

**Closing  
Signature**



## Persuasive Letter Writing Strategy

### The Ask

When you write a letter you ASK your representative to do something. You want them to take action- we call that action “The ASK.” Your ASK has to be clear, or your representative won’t know what to do.

### Evidence

This is the 1-3 reasons why your representative should take that action. Include evidence that will appeal to your representatives head and heart.

### Stand Out

You want your letter to be read! Use a strategy like letter art to make your letter stand out and unique.



Addressing an Envelope

Your  
Return  
Address

Postage  
Stamp

Your Name  
Street Address  
City, State  
Zip Code



<Your Representative's Name>  
U.S. House of Representatives  
Washington, DC

2 0 5 1 5

Mailing Address