Letters of protest are written to express your opinion to an entity that can do something about your problem.
HOW TO WRITE A PROTEST LETTER

- Well-written letters of protest are taken more seriously
- They are usually more effective in getting the required response than an email.
HOW TO WRITE A PROTEST LETTER

• A well-written protest letter is addressed to a specific person within an organization.
• It explains the issues the protester sees with the current situation.
• Lays out the actions the writer expects the addressee to take.
Be Reasonable

Who do you want to deal with?
This guy or
**Do your homework**

- Research the issue to ensure you have a good understanding of the situation.
- Write an outline to organize your ideas and lay out valid reasoning to support your claims.
Direct the Letter to a Specific Person

• Find the appropriate person to send your letter to and direct it to that person specifically.

• Type the letter, especially if your handwriting is not neat and legible. Make sure you use correct grammar and spelling.

• When dealing with Government remember the opposition parties and all the committees that can also help you change policies.
Realize their Biases and Yours!

- To change opinions you have to speak their language and offer them a way to meet their goals.
- Give them a benefit for accepting your argument.
**Introduce Yourself**

- Mention your background, and give details such as your education, training or occupation. ie That you are a reasonable person!

- Provide a summary of the situation and clearly state your concerns. Back up your position with facts and solid reasoning. Explain how the issue affects you.
State your Reasoning in an Organized, Respectful Tone

- Be firm and direct while using a polite and constructive approach.
- Don't insult or berate the recipient. Don't resort to name-calling or threats.
- Express your opinion in a logical format without being abusive or rude.
**Who’s is going to Actually Read Your Letter?**

- Most likely there will be a gate keeper that will screen your letter. That person may just collect the main point for stats ie. 23 people wrote a letter protesting the bathing of cats.

- To get past these gate keepers; be reasonable, speak their language and if one gatekeeper stops your letter another may let it through.
Describe the Expected Action

*(what you want)*

- State what action you wish the recipient to take, and repeat why it's in their interest to take that action.
- Always request a reply from the recipient.
- There is power in CC
Close the Letter

- Thank the recipient for reading the letter.
- Sign your full name and include a mailing address and phone number.
- Give them permission to enter your letter into the public record; unedited.
Repeat as Necessary!
Review

- Do Your Homework
- Biases – Yours and Theirs
- Introduce yourself as a Reasonable person
- Use a reasoned argument
- Target your letter
- Tell them what you want
- Thank them