

## Appalachian Juju Public Initiative

# Ask a Question

A fill-in-the-blank letter for requesting clear information

**USE THIS WHEN:** Use this when you need facts, clarification, or a direct answer from an elected official, public agency, planning board, utility regulator, or other decision-maker.

### BEFORE YOU WRITE

What is the issue or project?

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What do you already know?

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What is the ONE question you most need answered?

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Who has the authority or information to answer it?

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### FILL-IN-THE-BLANK LETTER

**Subject:** Question about [ISSUE OR PROJECT]

Dear [TITLE AND NAME / OFFICE OR AGENCY],

My name is [YOUR NAME], and I live in [CITY, COUNTY, OR COMMUNITY]. I am writing because I have a question about [ISSUE, PROJECT, PROPOSAL, OR DECISION].

I understand that [BRIEFLY STATE WHAT YOU KNOW SO FAR].

My question is: [WRITE ONE CLEAR QUESTION].

If possible, I would also like to know [OPTIONAL SECOND QUESTION OR INFORMATION REQUEST].

Please let me know where I can find the public information, meeting records, reports, applications, or other documents related to this issue.

Thank you for your time. I would appreciate a response explaining [REPEAT THE MAIN THING YOU WANT TO KNOW].

Sincerely,

[YOUR NAME]

[YOUR CITY / COUNTY]

[YOUR EMAIL OR PHONE — OPTIONAL]

**Pick one thing. Ask clearly. Expect an answer.**

Appalachian Juju Public Initiative • Plain-language tools for accessible civic participation