

Appalachian Juju Public Initiative

Ask for Action

A fill-in-the-blank letter for requesting a specific response or decision

USE THIS WHEN: Use this when you understand the issue and want a decision-maker to take, stop, review, delay, protect, disclose, or reconsider something specific.

BEFORE YOU WRITE

What decision or action concerns you?

How does it affect your community or the place you care about?

What ONE specific action are you asking for?

What response do you want from the recipient?

FILL-IN-THE-BLANK LETTER

Subject: Request for action regarding [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 about [ISSUE, PROJECT, PROPOSAL, OR DECISION].

This matters to me and my community because [BRIEFLY EXPLAIN THE LOCAL IMPACT OR WHY YOU ARE CONCERNED].

Based on the information currently available, I am asking you to [STATE ONE SPECIFIC ACTION: REVIEW, DELAY, VOTE AGAINST, SUPPORT, REQUIRE A STUDY, HOLD A PUBLIC MEETING, PROTECT A SITE, ETC.].

I am especially concerned about [ONE OR TWO SPECIFIC CONCERNS].

Before further action is taken, I believe the public deserves [INFORMATION, PUBLIC INPUT, ENVIRONMENTAL REVIEW, FINANCIAL DISCLOSURE, HISTORIC REVIEW, OR OTHER SPECIFIC NEED].

Please tell me whether you will [REPEAT YOUR SPECIFIC REQUEST] and what the next public step in this process will be.

Thank you for your time and for considering the people who live in the communities affected by this decision.

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