

## LETTER RUBRIC

Category	Example	Feedback	Score
<b>Date and Official's Address</b>	Includes today's date. Includes mailing address of the elected official.		
<b>Salutation</b>	Dear Madam/Sir, Dear Mr./Ms./Mrs., Dear Senator/Representative, Dear Madam Vice President /President,		
<b>Content</b>	Respectfully addresses concerns. Offers perspective and deeper understanding of the topic. Includes two pieces of evidence to support the position.		
<b>Closing</b>	Sincerely, Respectfully, All the best, Best regards, Contains contact information.		
<b>Formatting</b>	Addressed to correct official. Includes blank spaces between salutation, body paragraphs, and closing.		
<b>Mechanics, Usage, and Grammar</b>	Uses correct subject-verb agreement, capitalization, and punctuation. Free of typographical errors.		

## LETTER TEMPLATE

<Date>

<Official's Title and Name>

<Official's Workplace Name>

<Street Address>

<City, State, Zip Code>

Dear <Official's Title and Name>,

The first paragraph of the letter would typically introduce the writer and state the main point of the letter. <I would like to address.../I would like to discuss.../I have concerns about...>

The second paragraph would include any supporting information or details about the main point. Include at least two pieces of evidence to support your position.

The third, and typically final, paragraph would restate your main point and end with a note of gratitude. <Thank you for your time and consideration.>

Sincerely,

<Your Signed Signature>

<Your Typed Name>

<Your Contact Information>