

## Sending a letter/email

Find out the name of a specific person in the organisation to whom you should address the letter/email (e.g. Youth Officer, Information Officer).

Name: \_\_\_\_\_

Address/ E-mail: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

### What questions do you need to ask?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

- It is important to be polite and thank the person for their help.
- Check your spelling and grammar.

### Differences between letters and emails

If sending a letter:

- Ensure that you date it.
- You should enclose a stamped addressed envelope to make it easier for them to respond.
- Don't forget to post your letter!

If emailing:

- Clearly title your subject line, explain why you're emailing, e.g. Request for information, etc.
- Include any attachments that might help in explaining your project.
- If you have set up a website or Facebook page for your team it may be beneficial to link this in the body of the email to explain who you are.

