

## Student Resource XI

### Proposing Your Solutions

Your group has conducted research and identified neighborhood challenges. You have also considered some potential solutions to these issues.

Write a letter to the Mayor and the Department of Neighborhoods outlining what you have learned and what you recommend.

Format:

- A. Salutation
  1. Your address
  2. Date
  3. Name of Mayor
  4. Address of Mayor
  5. Introductory paragraph introducing yourself briefly and providing two sentences that describe the general purpose of the letter.
- B. Body
  1. Describe the group project, including the purpose of the project, your research methods, and what you discovered
  2. Describe the neighborhood challenges you identified
  3. Outline the potential solutions and how they might be implemented
- C. Conclusion
  1. Thank the Mayor and the Department of Neighborhoods for taking the time to read your letter and to consider these important neighborhood issues.
  2. Let them know that they may contact you with any questions or to discuss this further.
  3. Be sure to sign your name and provide an e-mail address (if you want to be contacted that way)

Your letter should be typed. Be sure to check it for spelling and grammar.