

12 Rules for Writing GREAT Letters

You write letters to request information, request action, provide information or describe an event, decline a request, and express appreciation.

When you write letters to the school, you want to express concerns and educate your reader about your child's problems.

You want your letters to create a good first impression. This article, **12 Rules for Writing Great Letters**, will help you accomplish your objectives. **12 Rules** is the companion article to [The Art of Writing Letters](#).

1. Before you write a letter, answer these questions.

Why? Why am I writing? What am I trying to accomplish?

What? What do I want? What are my goals?

Get three blank sheets of paper.

On the first sheet write "**WHY? Why am I writing this letter?**"

On the second sheet write "**WHAT? What are my goals in writing this letter?**"

On the third sheet write "**Other Thoughts.**"

Brainstorm. Write down your thoughts. Make lists.

Don't worry about writing in sentence or prioritizing. Your goal is to dump your thoughts from your brain onto these sheets of paper. Write down any additional ideas and thoughts on the third sheet of paper. You will write down your important thoughts in less than ten minutes. Do not allow yourself to obsess about details. You are interested in the Big Picture.

2. First Letters are Always Drafts

You write letters to:

(1) make a request

(2) clarify an event

(3) decline a request

(4) express appreciation

(5) create a paper trail

