

Can you write a letter in 90 seconds?

An effective letter contains four essential ingredients:

1. State your organisation (if relevant)
2. Mention something specific
3. Present your argument
4. Ask for a response

Recipient Address	Sender Address
Date	
Dear [Name],	
I am a member of AONTAS – The National Adult Learning Organisation. The mission of AONTAS is to ensure that every adult in Ireland has access to appropriate and affordable learning opportunities throughout their lives.	
In light of the coming election I would like to draw your attention to a particular issue which is of major concern to the people in the area. [Insert issue here e.g. the recruitment embargo with the local Vocational Education Committee]	
[Insert your reasons for highlighting the issue e.g. The numbers of people contacting the Adult Guidance Service in 2009 has increased by 25% in 2008. The recruitment embargo in VECs should not apply to ring fenced initiatives such as the AEGI]	
I look forward to receiving your considered response, which will influence my vote in the 2009 elections.	
Yours sincerely,	
[Name]	