



Next steps: Letter template

Use this letter template to invite someone with power or influence to get involved and help you with your action. Encourage your friends to support you too.

Include contact details for them to reply (use a school / group address or email rather than a personal one if possible. If you need to use a personal one, make sure you check with your parent/guardian first.

Address line 1

Address Line 2

City

Postcode

(Today's date)

Dear

My name is and I am part of...
(include details of school / group etc if applicable)

I've been working on a water safety project at our local waterway / canal /river in
(location)

We visited the waterway and ...
(Talk about some of the things you did during your waterway visit, and what you learned from your detective work)

Now we're going to take action and try to make our local area better. Here's how we're going to do it:...

We would like you to help us by ...
(Think carefully about what you ask this person to do, for example coming to your event or writing about you on social media.)

(Explain how their actions could help you with your project.)

We hope you will consider helping with our project.

Yours sincerely/faithfully,

(Signature)

Your name