

## Writing a Formal Letter to the President

Letter writing is a powerful way to communicate your concerns to the president. In the digital age, most people use email and texts. In the past, letter writing was the main way to send a message to the president. Writing a formal letter shows you took the time to give your opinion on an issue of concern. Since formal letter writing might be unfamiliar to you, we've provided two different templates to choose from to help craft your letter to the White House.

### Brainstorm

1. What is one major concern that you have for your community, state, or country?
2. Why is it important?
3. What can people do to help? What can the president do?

### Write a Letter

Write a draft of a letter to the president or vice president concerning your issue, and what steps you think the official should take to address it.

Business letter format:

Return address line 1 (street address)

Return address line 2 (city, state, zip code)

Date (Month Day, Year) [April 19, 2018]

Mr. /Mrs. /Ms. /Dr. Full name of recipient

Title/Position of recipient.

Company Name

Address Line 1

Address Line 2

Dear (Title) (Last name):

*Body Paragraph 1:* Introduce yourself, the community you represent, and the reason you are writing the letter.

*Body Paragraph 2:* Explain the details of your issue: Who is affected? What is the effect? How long has it been going on?

*Body Paragraph 3:* Help the recipient of the letter relate to the issue. Why should people care? What can people do to help?

*Closing:* Thank the person for their time and attention.

Sincerely,

(Sign your name)

First some letters written to President Kennedy.

<sup>52</sup>  
25 ~~FILE~~ DEAR PRESIDENT KENNEDY  
3/21  
I AM 5 YEARS OLD. I LIKE  
TO WATCH TELEVISION.  
I KNOW YOU HAVE TO BE  
ON TELEVISION BECAUSE IT  
IS IMPORTANT. PLEASE TRY  
TO BE ON AT A TIME WHEN  
MY FAVORITE SHOWS ARE  
OVER. IF YOU NEED HELP  
ASK CAROLINE.  
THANK YOU  
DAVID DWIGHT ROSSkam  
1371 PANTHER ROAD  
RYDAL PA

JOHN F. KENNEDY

PRESIDENTIAL LIBRARY AND MUSEUM

Department of Education and Public Programs

Art  
File

Childs  
on Space

Comment  
Secret

Joan Grant  
2702 Chestnut Rd.  
Santa Barbara

May 2, 1961

Dear President Kennedy

I think you are a  
verry nice President.

But I think you should  
use more oil and gas  
in your rockets and  
airplanes.

You should try it.

Make a smaller rocket  
ship and put more oil and  
gas in it

P.S. turn the paper  
over. →

Sincerely, your  
Joan Grant

JOHN F. KENNEDY

PRESIDENTIAL LIBRARY AND MUSEUM

Department of Education and Public Programs

Because the Russians  
have a airplane that  
can go 90 days with out  
stoping. Mabe if you used  
a person who is light  
and can fit into a small  
airplane or rocket it  
might do the same thing  
as the Russians plane did.

**JOHN F. KENNEDY**

PRESIDENTIAL LIBRARY AND MUSEUM

Department of Education and Public Programs

2  
9/19  
159-30 Harlem River Drive  
New York 39, New York  
September 17, 1963

Sir: Pres'

I am very concerned about the situation in Alabama, it makes my heart ache to see civilized people do such violence. The bombing on Sunday was really awful. Those children were innocent. I know you are the President and you try to do things well, but I would like to offer a small suggestion. I know you have some troops stationed there, but why not send more and make sure they are stern enough to enforce the law and to see that the local police does likewise.

Respectfully yours,  
James Jones

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## A transcript of the letters for easy reading:

Dear President Kennedy

I am 5 years old.

I live to watch television.

I know you have to on television because it is important. Please try to be on a time when my favorite shows are over. If you need help ask Caroline.

Thank you,

David Dwight Roskam

Dear President Kennedy

I think you are a very nice President. But I think you should use more oil and gas in your rockets and airplanes.

You should try it. Make a smaller rocket ship and put more oil and gas in it

Because the Russians have a airplane that can go 90 days with out stoping.

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Sincerely yours,

Joan Grant

159-30 Harlem River Drive

New York 39, New York

September 17, 1961

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Respectfully yours,

James Jones

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**A place to start your letter.**

(Your address):

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(Date): \_\_\_\_\_

President \_\_\_\_\_  
The White House  
1600 Pennsylvania Avenue NW  
Washington, D.C. 20500

Dear President \_\_\_\_\_,

My name is \_\_\_\_\_. I am \_\_\_\_\_ years old and live in \_\_\_\_\_.  
I have a question for you: \_\_\_\_\_?  
\_\_\_\_\_?

I am concerned about \_\_\_\_\_ because \_\_\_\_\_.  
This is important to me because \_\_\_\_\_.

As President of the United States, I hope you will \_\_\_\_\_.

Sincerely,

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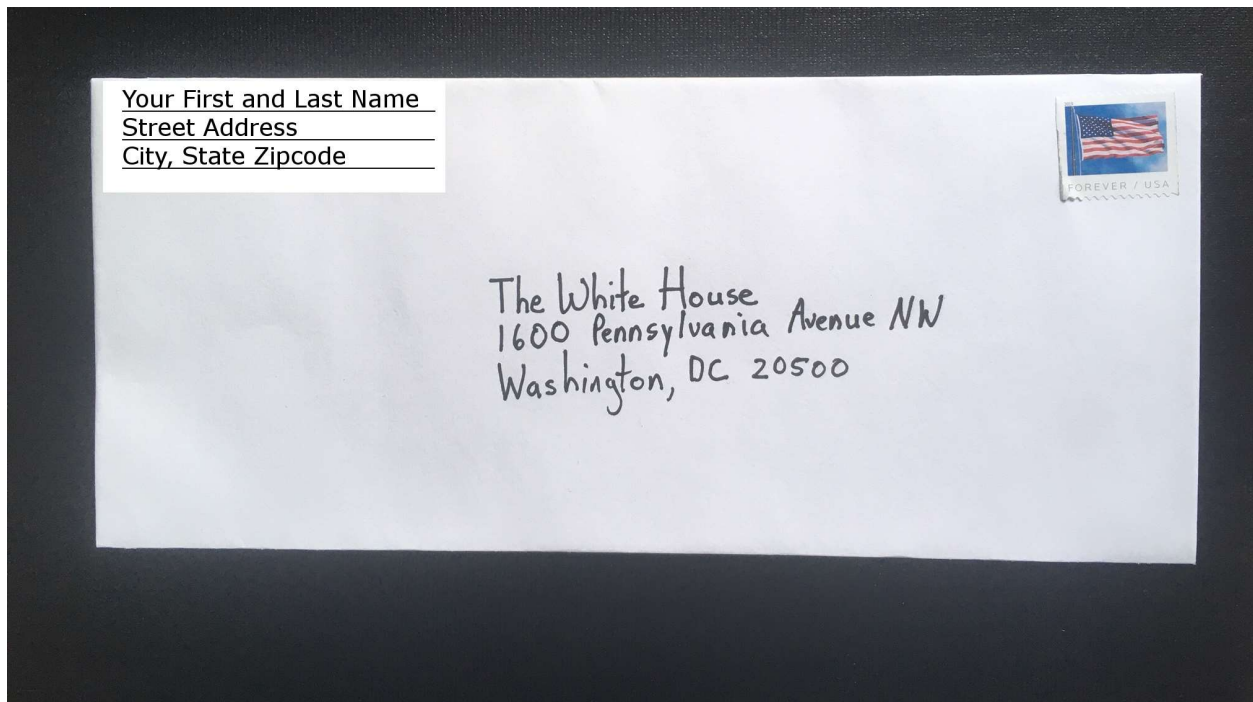
(Your name)

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## Prepare your envelope.



Visit [www.jfklibrary.org/LetterWriting](http://www.jfklibrary.org/LetterWriting) for a video with historical inspiration from President John Adams and Abigail Adams reading letters to each other and further guidance on writing your own letter to the president.

You can visit [www.whitehouse.gov/get-involved/write-or-call/](http://www.whitehouse.gov/get-involved/write-or-call/) for more information about how to contact the White House. In addition to writing a letter, you can call or send an email.

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