

BP-56 · Bigger Picture · AI Move of the Day

Draft a Letter to Your Local Corporator

Got a real problem in your area? Learn to ask the right person clearly, politely, and with one specific request.

Start the slow burn

Build the letter prompt

YOUR CURRENT LEVEL

0 XP

Level 1: Complaint Thinker

Choose real problem

Collect specifics

Ask letter prompt

Edit for respect

Add your details

The civic letter move

A clear letter can turn “someone should fix this” into a useful request. The aim is not to shout. The aim is to explain the problem, show where it happens, and ask for one practical action.

This is non-partisan civic action. If the letter is actually sent, show it to a parent, teacher, or grown-up first. Do not send through Vanguard Scholar.

1 Choose one real problem

One letter = one problem. Do not mix ten complaints into one message.



Public service

Broken streetlight, garbage pile, open drain, pothole, damaged footpath, public toilet problem.



Safety or access

Unsafe crossing, blocked footpath, missing zebra



Environment

Waterlogging, clogged drain, waste near park, tree damage, lake/pond neglect, noise issue.

crossing, dangerous school
pickup area.

Real problem

Example: broken streetlights on 5th Main Road

Area

Example: Jayanagar 4th Block

THOUGHT BULB

A strong civic letter is specific. “Fix our area” is too broad. “Repair the broken streetlights on 5th Main Road near the bus stop” is useful.

☐

I chose one real, specific local problem.

2 Collect the details only you know

AI can write structure. You add reality.

1

Where?

Street name,
landmark, ward, park,
bus stop, school gate,
lane, junction.

2

What happens?

Describe the visible
problem in plain
language.

3

Why it matters?

Safety, cleanliness,
access, health, traffic,
children, elderly
people, pedestrians.

4

What request?

One practical action:
inspect, repair, clean,
install, schedule,
clarify, or respond.

Specific details I know

What I saw: _____

When it happens / how long: _____

Why it matters: _____

One request: _____



PRIVACY BOARD

Do not include your phone number, full home address, school ID, personal photos, or private details. If a grown-up decides to send it, they can add safe contact details.

☐ I collected location, problem, impact, and one request.

3 **Ask AI to draft the letter**

Open ChatGPT, Claude, or Gemini. Paste this prompt.

YOUR FILLED PROMPT

Help me write a short, polite letter to my local corporator about [real problem] in [area]. Clear, respectful, one specific request. I'll add the details. Keep it: 1. Non-partisan 2. Under 180 words 3. Focused on one real problem 4. Polite but firm 5. Ready for a parent or teacher to review before sending Use placeholders where I need to add exact location, date, and details.

COPY-PASTE PROMPT

Help me write a short, polite letter to my local corporator about [real problem] in [area]. Clear, respectful, one specific request. I'll add the details.

Keep it:

1. Non-partisan
2. Under 180 words
3. Focused on one real problem
4. Polite but firm
5. Ready for a parent or teacher to review before sending

Use placeholders where I need to add exact location, date, and details.

Copy my filled prompt

FOLLOW-UP PROMPT

Make the letter:

1. Shorter than 180 words
2. Polite and non-partisan
3. Clear about the location
4. Focused on one specific request
5. Easy for a parent or teacher to review before sending

Copy follow-up prompt



I used AI to create a first draft, not the final version.

4

Compare with this sample structure

A clear letter has a simple shape.

SAMPLE LETTER SHAPE

Dear Corporator,

I am writing to bring your attention to [problem] in [area], especially near [specific location].

The issue is causing [impact]. It affects [people affected] because [simple reason].

I request you to please arrange for [one specific action], or guide residents on the correct department to contact.

Thank you for your time and for your work in our area.

Yours sincerely,

[Name / Resident / Student, if approved by a grown-up]

CIVIC WRITING RULE

Be firm about the problem and respectful to the person. A clear request gets more attention than an angry paragraph.

☐

I checked that the draft is polite, short, and focused.

5

Add the specifics only you know

This is where the letter becomes real.

Weak detail

“The road is bad.”

Better detail

“There are two large potholes near the bus stop outside the park gate.”

Weak request

“Please do something.”

Better request

“Please arrange an inspection and repair, or tell residents which department handles this.”

My edited letter draft

Paste your AI draft here and edit it with your specific details.



THE STUDENT CIVIC ACT

The letter should carry your observation, your clarity, and your request. AI helps with wording. You supply the real-world facts.

☐

I added specific details only I know from the real problem.

6 Parent / teacher review before sending

Do not send a civic letter alone if you are a student. Review first.

Safety check

No personal contact details, private addresses, school IDs, or unsafe photos unless a grown-up approves.

Accuracy check

Is the location correct? Is the problem real? Are you making claims you can support?

Tone check

Polite, respectful, non-partisan, one request. No insults. No threats. No drama.

IMPORTANT

If this is actually sent, a parent, teacher, or grown-up should review and decide the correct official contact method. Vanguard Scholar does not send it for you.

☐

I will show the letter to a parent, teacher, or grown-up before sending.

7 Optional: make your AI Move card

A small reminder of the civic letter move.

CARD COPY

Title: AI Move of the Day

Move: Draft a letter to your local corporator about a real problem.

Prompt: “Help me write a short, polite letter to my local corporator about [real problem] in [area]. Clear, respectful, one specific request. I'll add the details.”

Rule: AI helps with wording. You add facts. A grown-up reviews before sending.

Closer: Add the specifics only you know; show a parent before sending.

☐

I made, sketched, or saved the AI Move card.

Final 5-minute move

Complete this sentence: “The one specific request in my letter is _____.”

My one specific request

The one specific request in my letter is _____.

☐ My letter is about one real problem.

☐ My tone is clear, respectful, and non-partisan.

☐ A grown-up will review it before anything is sent.

NOTEBOOK LINE

Write this down: **“A good civic letter is specific, respectful, and asks for one clear action.”**

Back to top

Vanguard Scholar — Smart questions. Smarter answers. You, upgraded.

Made with care. No data collected.

Questions? Teachers and parents, write to us. Students, speak with your teacher or a grown-up first.