



Associated Country Women of the World

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ACWW is an NGO in Special Consultative Status with ECOSOC
and an NGO in Associate Partnership with UNESCO
World President 2026-2029: Marie Kenny

From Resolution to Action: Writing to Your Local Representatives

Use this worksheet to plan a concise, persuasive letter to a senator, MP, elected representative, or other relevant decision-maker. Draw on one of the webinar resolutions or an issue affecting your own community.

Name	Organisation or community
Issue or resolution	

1. Define the issue

In one or two sentences, what is the issue? _____ _____ _____
Why is action needed? Note the strongest rationale, evidence, or lived experience. _____ _____ _____ _____
What local example, fact, or experience could make the issue relevant to your representative? _____ _____ _____

2. Who is affected?

Which people, families, groups, or communities are most affected? _____ _____ _____
How are they affected? Consider access, safety, cost, wellbeing, opportunity, or participation. _____ _____



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Whose experience or voice should be included, with their permission?

3. What change do you want to see?

Describe the specific policy, service, funding, practice, or public commitment you want changed.
What would meaningful progress look like?

4. Who are you writing to, and what will you ask?

Name and position of representative or decision-maker
Why is this issue relevant to their responsibilities or area?
Your clear request I am asking you to
Possible action ☐ Raise the issue publicly ☐ Support a policy or proposal ☐ Meet with affected people ☐ Seek information or a review ☐ Contact another decision-maker ☐ Other:



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5. Plan your letter

1. **Introduce yourself and your local connection.** State where you live or work and, if relevant, your organisation.
2. **Explain the issue.** Summarise it clearly and avoid unnecessary detail.
3. **Give the rationale.** Use one or two strong facts, examples, or experiences.
4. **Show who is affected.** Explain the practical impact on people or communities.
5. **State the change you want.** Be specific and realistic.
6. **Make a clear request.** Ask the representative to take a defined action.
7. **Ask for a response.** Thank them and request an update on what they can do.

6. Draft your letter

Dear _____,

I am writing as

The issue I want to raise is

This matters because

It particularly affects

I would like to see

I am asking you to

I would welcome your response explaining

Yours sincerely,

7. Final check and follow-up

- ☐ My letter is concise, respectful, and written in my own voice.



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- ☐ I have explained the issue, the rationale, and who is affected.
- ☐ I have asked for one clear and practical action.
- ☐ I have checked names, titles, facts, and contact details.
- ☐ I have protected personal information and obtained permission before sharing another person's story.
- ☐ I have included my contact details and asked for a response.

Date sent	Follow-up date
Response or next step 	