I would suggest that the author be more mindful of their spelling and grammatical errors to improve the readability of their letter. In addition, I would suggest that the author use more neutral and formal language when addressing someone in a high authority position or when they are making a plea. It would also be beneficial to jot down the few points that the author wants to include in their argument and provide the necessary background information to the reader and form a clear correlation with their subject of concern. It would also help to provide concise plans that they could mention so as to help the reader understand what is wanted of them. Following these rules could drastically improve the overall quality of their letter or any other written work.