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| **PART 1: TELL WHY YOU ARE WRITING** |

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| **PART 2: STATE WHY THE DECISION WAS NECESSARY**  **(if relevant, also tell where and when the decision was made—and quote an expert about the necessity/importance of the decision** |

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| **PART 3: GIVE FACTS TO INDICATE THAT THE DECISION WAS NOT ‘EASILY MADE,’ BUT WAS A PRODUCT OF DELIBERATION AND CONSIDERATION OF MANY FACTORS** |

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| **PART 4: TOWARD THE END, ADD SOME NON-CONTROVERSIAL FACTS THAT ENHANCE INTEREST IN THE SUBJECT** |

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| **PART 5: EXPRESS THE HOPE THAT THE LETTER’S EXPLANATION HAS HELPED TO CLARIFY THE REASONS FOR THE DECISION. OFFER SUGGESTIONS FOR FINDING FURTHER INFORMATION**  *Yours sincerely,* |