

Writing a Persuasive Letter

Step 1: Planning

Who You Are:

- I am a fourth-grade student at Rockwell Elementary School.
- I am a member of the Canterring Kids 4H club.
- I am the founder of the West 3rd Street Community Garden.

Step 1: Planning

What you want:

- Create a collection site at the school for used markers.
- Allow our club to meet at your barn on Thursday afternoons.
- Donate seeds and fertilizer to our garden.

Step 1: Planning

Why you want it:

- Markers can't be recycled by the city recycling center.
- We need a place to meet.
- We don't have all the materials to get started.

Step 1: Planning

Reason Number 1: Logical

- Main Point: Recycling is good for the planet.
- Detail: Our landfills are too full with garbage.
- Detail: Marker ink comes in plastic holders that aren't biodegradable.
- Detail: Our city recycling center doesn't recycle markers, but there are companies that do when a bunch are shipped to them.

Reason Number 2: Social/Moral

- Main Point: Students will be inspired to take action.
- Detail: Kids often feel like they can't change the world.
- Detail: Kids can easily collect markers and collect money for shipments.
- Detail: Kids will feel empowered and want to do even more.

Step 1: Planning

Review:

- Restate Request: I think a collection site for recycling markers would be a good idea.
- Reason #1: It would be good for the planet.
- Reason #2: Students would be inspired by this action.
- Personal Plea: I really hope you'll consider my request.
- Thanks: Thank you for taking the time to read this letter.

Step 1: Planning

Personal Pleas:

- I really hope you will consider my request.
- I truly believe this is the right thing to do.
- I hope you will agree with me that...
- It is my hope that you will see it in your heart to...
- Please consider this request carefully.
- I ask that you give careful consideration to my request.
- I believe that you will choose to...because that is the best thing to do.
- I hope you will see that we are right to ask for...
- Please take the time to carefully consider...
- I hope you now see why it is so important to...
- I know what a generous person you are, and have no doubt that you will choose to...

Step 1: Planning

Thank for Time:

- Thank you so much for taking the time to read this request.
- Thank you for your time and consideration.
- I appreciate you taking the time to read this request.
- Thank you for your time and I look forward to hearing from you soon.

Step 2: First Draft

12-2-2024

Dear Principal Frederickson,

My name is Louisa and I am a 4th-grade student at Rockwell Elementary School. I am writing to you to ask that we create a collection site at the school for used markers. I want this because markers can't be recycled by the city recycling center.

Step 2: First Draft

I would like this because recycling is good for the planet. Our landfills are too full with garbage. Marker ink comes in plastic holders that aren't biodegradable. Our city recycling center doesn't recycle markers, but there are companies that do when a bunch are shipped to them.

I also think this is a good idea because students will be inspired to take action. Kids often feel like they can't change the world. Kids can easily collect markers and collect money for shipments. Kids will feel empowered and want to do even more.

Step 2: First Draft

In conclusion, I think a collection site for recycling markers would be a good idea because it would be good for the planet and students would be inspired by this action. I really hope you'll consider my request. Thank you for taking the time to read this letter.

Sincerely,
Louisa Hopper

Step 3: Revision

Partners ask writers questions about things that don't make sense to you.

Write down the answers.

Use a red pencil to:

- ☐ add missing information
- ☐ cross out unnecessary information
- ☐ move sentences to different lines with arrows

Step 3: Revision

12-2-2024

Dear Principal Frederickson

My name is Louisa and I am a 4th-grade student at Rockwell Elementary School. ~~I like science and get good grades.~~ I am writing to you to ask that we create a collection site at the school for used markers. I want this becuz markers can't be recycled by the city recycling center.

Q: Why does it have to be at the school?

A: The city recycling won't do it.

Step 3: Revision

This is important

~~I would like this~~ because recycling is good for the planet. Our landfills are to full with garbage. Marker ink comes in plastic holders that aren't biodegradable. Our city recycling center doesn't recycle markers, but their are companies that do when a bunch are shipped to them.

I also think this is a good idea because students will be inspired to take action. Kids often feel like they can't change the world. Kids can easily collect markers and collect money for shipments. Kids will feel strong and want to do even. more.

Q: You said “I would like this” two times back-to-back. Could you say it a different way?

A: I'll change it to, “This is important.”

Step 3: Revision

In conclusion I think a collection site for recycling markers would be a good idea because it would be good for the planet and students would be inspired by this action. ~~I really hope you'll read this letter.~~

Sincerely
Louisa Hopper

Q: ~~Didn't the principal already read your letter if she's gotten to this part?~~

A: I'll change it to, "I really hope you'll consider my request. Thank you for taking the time to read this letter."

Step 4: Proofreading

Use a red pencil to:

- ☐ mark letters to capitalize (all important words in title)
- ☐ add missing punctuation
- ☐ mark letters that should be lowercase
- ☐ mark paragraphs that need to be indented
- ☐ write the correct spelling of circled words ***on the line below them***

Step 3: Revision

12-2-2024

Dear Principal Frederickson

My name is Louisa and I am a 4th-grade student at Rockwell Elementary School. I am writing to you to ask that we create a collection site at the school for used markers. I want this because markers can't be recycled by the city recycling center.

Step 3: Revision

This is important because recycling is good for the planet. Our landfills are to full with garbage. Marker ink comes in plastic holders that aren't biodegradable. Our city recycling center doesn't recycle markers, but their are companies that do when a bunch are shipped to them.

I also think this is a good idea because students will be inspired to take action. Kids often feel like they can't change the world. Kids can easily collect markers and collect money for shipments. Kids will feel empowered and want to do even more.

Step 3: Revision

In conclusion I think a collection site for recycling markers would be a good idea because it would be good for the planet and students would be inspired by this action. I really hope you'll consider my request. Thank you for taking the time to read this letter.”

Sincerely

Louisa Hopper