

23 | How to Write Good Evidence Letters

“There are no secrets to success. It is the result of preparation, hard work, and learning from failure.”
— Colin Powell, soldier and statesman

In the next two chapters, you will learn how to write effective letters to the school. In this chapter, you will learn about the five purposes of letters and how to use the letter’s purpose to guide you. You will learn strategies to ensure that your letters accomplish their purpose. We provide advice about how to write business letters and letter-writing tips. At the end of these chapters, you will find several sample letters that you can adapt to your own circumstances.

Why You Write Letters

You write letters to:

- Request information
- Request action
- Provide information or describe an event
- Decline a request
- Express appreciation

You also use letters to build relationships, identify and solve problems, clarify decisions that are made or not made, and motivate people to take action.

When you write a letter, be guided by your purpose. What is your purpose? What do you want your letter to accomplish?

Focus on one issue or two issues at most. Do not use one letter to accomplish several purposes. Long letters about several issues are confusing. If the reader is confused, your letter will not accomplish its purpose. Let’s look at the five purposes for writing letters.