Name: _____ Date: _____

How to Write a Letter to the Mayor

Circle group

Do you have an idea to make your town better? You can write to the mayor. The mayor is a leader who helps run the town. Leaders want to hear from young people too.

First, say hello and tell who you are. You might write, "My name is Jo, and I am eight." Next, name the problem. Maybe the park has no shade, and the benches get hot.

Then share your idea. You could ask for two trees. Add a reason, such as, "More families could stay at the park."

End with a thank-you and sign your name. Ask a grown-up to help with the envelope.

The office may not answer fast. But someone usually reads the mail.

Questions

1. What is a mayor?

_____

_____

2. What do you do first in the letter?

_____

_____

3. What is the problem at the park in the example?

_____

_____

4. What idea does the writer share?

_____

_____

5. Why share an idea and not only a problem?

_____

_____

6. Who should help with the envelope?

_____

Words to know

mayor: the leader of a town or city
problem: something that needs to be fixed
envelope: the paper cover that holds a letter

Talk together (every group has these)

1. Find one fact that every group read. How did your sheet say it?
2. What did your sheet tell you that you think another group's did not? Ask them.
3. What is one question about this topic that none of the sheets answered?

Name: _____ Date: _____

How to Write a Letter to the Mayor

Triangle group

Do you have an idea to make your town better? You can write a letter to the mayor. The mayor is a leader who helps run the town. Leaders want to hear from the people they serve, even young people.

Start by saying hello and telling who you are. You might write, "My name is Jo, and I am eight years old." Next, name the problem in a sentence or two. Maybe the park has no shade, and the benches get too hot.

Then share your idea. You could suggest planting two trees. Giving a fix shows that you have thought about it. Add one reason why it would help, such as, "More families could stay at the park."

Finish with a polite thank-you and sign your name. Ask a grown-up to help you address the envelope.

A busy office may not answer right away. Still, someone usually reads the mail. A kind, clear letter can plant an idea.

Questions

1. What is the mayor?

_____

_____

2. What should you do first in the letter?

_____

_____

3. In the example, what is the problem at the park?

_____

_____

4. What fix does the writer suggest?

_____

_____

5. Why is it a good idea to give a fix and not only a problem?

_____

_____

6. Who should help you address the envelope?

_____

_____

Words to know

mayor: the leader of a town or city
problem: something that needs to be fixed
polite: kind and respectful in the way you speak or write
envelope: the paper cover that holds a letter
suggest: to offer an idea

Talk together (every group has these)

1. Find one fact that every group read. How did your sheet say it?
2. What did your sheet tell you that you think another group's did not? Ask them.
3. What is one question about this topic that none of the sheets answered?

Name: _____ Date: _____

How to Write a Letter to the Mayor

Square group

Do you have an idea that could make your town a better place? You can write a letter to the mayor. The mayor is a leader who helps run the town, and leaders want to hear from the people they serve, including young people.

Begin by greeting the mayor and explaining who you are. You might write, "My name is Jo, and I am eight years old." Next, describe the problem in a sentence or two. Perhaps the park has no shade, and the benches become far too hot to sit on.

After that, offer your idea. You could suggest planting two trees. Proposing a solution shows that you have thought carefully about the problem. Add one reason that it would help, such as, "More families could stay at the park."

Conclude with a polite thank-you and sign your name. Ask a grown-up to help you address the envelope.

A busy office may not reply right away. Even so, someone usually reads the mail, and a kind, clear letter can plant an idea.

Questions

1. What is the mayor?

_____

_____

2. What should you do at the beginning of the letter?

_____

_____

3. What is the problem at the park in the example?

_____

_____

4. What solution does the writer propose?

_____

_____

5. Why is it helpful to propose a solution as well as describe a problem?

_____

_____

6. Who should help you address the envelope?

_____

_____

Words to know

mayor: the leader of a town or city
problem: something that needs to be fixed
polite: kind and respectful in the way you speak or write
envelope: the paper cover that holds a letter
suggest: to offer an idea

Talk together (every group has these)

1. Find one fact that every group read. How did your sheet say it?
2. What did your sheet tell you that you think another group's did not? Ask them.
3. What is one question about this topic that none of the sheets answered?

For the teacher: How to Write a Letter to the Mayor

Each student sheet carries a shape, not a level. The same topic and facts, written three ways.

Circle: How to Write a Letter to the Mayor

Easier · 120 words · Flesch-Kincaid grade 1.5

1. A leader who helps run the town.
2. Say hello and tell who you are.
3. There is no shade, and the benches get hot.
4. To plant two trees.
5. An idea helps the leader know what to do.
6. A grown-up.

Triangle: How to Write a Letter to the Mayor

This passage · 161 words · Flesch-Kincaid grade 2.8

1. A leader who helps run the town.
2. Say hello and tell who you are.
3. There is no shade, and the benches get too hot.
4. Planting two trees.
5. A fix shows you have thought about it and helps the leader know what to do.
6. A grown-up.

Square: How to Write a Letter to the Mayor

Harder · 175 words · Flesch-Kincaid grade 4.5

1. A leader who helps run the town.
2. Greet the mayor and explain who you are.
3. The park has no shade, and the benches become far too hot.
4. Planting two trees.
5. It shows careful thought and tells the leader what could be done.
6. A grown-up.