

Save 60 Acres South Letter Writing Guidelines

1. Compose your own letter
 - Think about message points that are important to you
 - Review previous messages and the members only section of the SASS website to consider additional message points
 - Write it up and send it

-- or --

2. Use the template letter (Word file named "Template 1")
 - Copy and paste the letter to your own file
 - Read it and consider if you want to delete message points or add your own
 - Insert appropriate Council member's name along with your name and address
 - Print it, sign it, make copies and mail them all
3. Where to send the letters via US Postal Service
 - Check the Word file named "Addresses"
 - Verify who your County Council representative is (and read more about her/him while you're at their part of the King County web site)
 - All County Council representatives Council use the same mailing address
 - Make sure to use the appropriate addresses for the copies to others listed on the template
4. Must I send copies to all the people listed on the template letter?
 - No. But, more letters that hit a full range of influential people may have greater recognition. You may want to copy others not listed.
5. Must I include the attachment on the template letter?
 - No. If you chose not to send the attachment, then please edit out the reference to it in the body of the letter (paragraph 7 at the top of page 2)
6. It sure is a long letter. Can I shorten it up?
 - Yes. After all, the letter is from you, so you can write your own or edit it as you see fit.
 - You may also modify the page set up, font and format... just do it
7. Will I need to write more letters later?
 - Maybe. As this situation develops there may be new information and issues needing your attention. It may be convenient for you to save your letter and message points in case you wish to use it as a model for additional messages later.
8. Can I e-mail my message to the right people?
 - Yes, but an e-mail is less effective than a hard copy delivered via US Postal Service. One goal of a letter writing campaign is for the decision makers to collect a hefty file folder as a tangible indication of how important the issue is. E-mail messages can be an important follow up to a hard copy, but they do not take up space on your County Council representative's desk like a hard copy does.
9. Can I get others to send letters, too?
 - Absolutely. This issue affects everyone in King County including your spouse, children, neighbors and other people who may not know about the matter unless you tell them. Ask them if they'd write a letter, too. Share the template and contact information with them if it will help; maybe you could offer to write it for their signature.
10. With all the copies, that's a lot of postage at 37¢ each.
 - Contact Loren Steel. He is willing to buy stamps for you.