Dear (insert recipient’s name),

Re: (insert an overview of the topic in a few words)

Clearly state why you are writing. Provide a paragraph about the cost of alcohol-related incidents. You might like to provide some details about the types of incidents which occur, the reasons they occur and the impact they have on the community. Try to be factual rather than emotive, and use short, concise sentences.

Outline some of the needs of your local community, and the facilities that could be provided if alcohol-related incidents did not occur. Describe how these facilities would meet the needs of your local community.

In your last paragraph suggest some action that the recipient can take to address the issue of alcohol-related incidents.

Yours Sincerely,

Signature (As you are emailing the letter to your teacher, you do not need to worry about this step).

(Your name)