

## Sample Letter to Government Official

Sample Letter to a Government Official

[Your Name]  
[Your Address]

[Date]

[Name of Government Official]  
[Official's Title]  
[Official's Address]

Dear [Title and Name of Official]

I am writing about the recent Elsie Dam collapse , August 17, 2023. As a member of the community and someone who has enjoyed the park area I am reaching out for your support and assistance. A temporary stabilization has been completed but as a community we must address a permanent fix and safety issues.

Duplain Township is located in the northeast corner of Clinton County, with a total population of approximately 2,303 people. As a long term solution for the dam and surrounding park is researched officials are concerned about funding and the possible options. A 2009 study indicated that removal or renovation would cost over a million dollars and now with inflation there is at least a 40% increase in the project. The township is not in a financial position to spend that amount of money. Any assistance you can provide would be greatly appreciated.

Sincerely,

[Your Name]

NOTE: Adding stories about your experiences at the dam would strengthen your letter.