

WORKSHEET 8: Letter Writing Template



Give, Want, Why, and Personalization. It's pretty simple and intuitive, but my students have found it helpful over the years.

The Give is the introduction, wherein you explain why you're reaching out to this person specifically. "I'm writing to tell you how inspired I am by your contribution to women in film. . ." "I'm writing to tell you that your influence has propelled me to get involved in. . ." "I heard you're involved in [such and such] project. Congratulations! I continue to be inspired by your success."

The Want is the request. What are you hoping they will do or help you with? Maybe you are hoping to come in for a meeting. Or you're in a play and want them to come see it. Maybe you're hoping for an introduction by them to someone else. Don't be coy. Be clear.

The Why is when you demonstrate your worthiness to receive this attention or help. Why are you a good candidate for a meeting? Why is this play and your work in it worth their time?

The Personalization is your chance to endear yourself with this person and remind them of whatever connection you share that goes beyond work. If at some point you discovered you share a love of knitting, you could ask how that quilt is coming along. Or maybe you both have huskies and you want to check in on their dog. You get the idea.