



Sample Letter to Ambassador

Date: (Month day, year)

The Honorable Ms. Kelly Craft

United States of America Ambassador to the United Nations

RE: Your Assigned Topic (either “Combating Climate Change” or “Aiding Refugees and Displaced People”)

Dear Honorable Ambassador Craft,

1st Paragraph: Briefly introduce yourself (what your name is, your school, grade etc.). Talk about the Model UN program you are a part of and what country and topic you were assigned..Let the reader know what your concern is. You can use a personal story about why this topic is important to you.

2nd Paragraph: Let the reader know why this is an important topic and why you are concerned about the issue based on your assigned country and the global community. This is the space for you to use statistics and facts from your research! Include some potential solutions that you think would help solve the issue.

3rd Paragraph: Thank your reader for taking the time to read your letter and make sure you restate your concern. Always add that you look forward to hearing their response on the issue and that you will continue to study the issue in the coming weeks, months and years.

Sincerely,

(Your Full Name)

(Your School’s name)

(Return Address)

*Note: You may use your home address for the “return address” or, if you prefer, you can use the Council’s address (1 S Broad St., Suite 2M, Philadelphia, PA 19107) as a return address.



Now You Try It!

(Please download or make a copy of this document before filling it out)

Date: (Month day, year)
The Honorable Ms. Kelly Craft
United States of America Ambassador to the United Nations
RE:

Dear Honorable Ambassador Craft,

1st Paragraph:

2nd Paragraph:

3rd Paragraph:

Sincerely,

(Your Full Name)

(Your School's name)

(Return Address)