**Argumentative Information Packet with Cover Letter**

Once you’ve completed extensive research on your area of sustainability, you will prepare a argumentative packet of information, with a cover letter, to send to the group, organization, company, school, or political figure you’ve chosen for your audience. The packet will provide information and an clear argumentative cover letter intended to persuade the group, organization, company, school, or political figure to reconsider or change a specific practice, policy, or law related to your area of sustainability.

**Your Packet Must Contain the Following**

**Cover Letter**

* Audience:the specific group, organization, company, school, or political figure you wrote about in your audience analysis assignment
* Your letter you must:
	+ contain a clearly stated argument about a specific practice, policy or law you feel the group, organization, company, school, or political figure should change or reconsider
	+ Follow formal letter formatting expectations
	+ present and support some of the long-term positive effects you believe would occur if the practice, policy, or law were reconsidered/changed
	+ be well developed and supported by specific examples/evidence you found during your annotated bib research.
	+ be 3 full pages (single spaced) in length
	+ have a citation page enclosure, formatted correctly in MLA or APA, as appropriate

**Additional Information**

This rest of the packet will expand upon the letter you wrote, offering the group, organization, company, school, or political figure you chose to write to in your letter with more information about why you feel they should change the practice, policy, or law you wrote to them about, and what positive effects you feel this change would have on them and the people and communities they serve.

**You Should Include:**

* Copies any charts, graphs, or visual data that you feel would help persuade your audience to change their practice, policy, or law. Be sure each piece of visual data includes a full citation for the source from which you obtained it.
* A list of 2-3 references
	+ References should be people who are or will be directly affected by the practice, policy, or law you’re trying to convince the group, organization, company, school, or political figure to change
	+ For each reference, you must include a short (1-2 paragraph) explanation that speaks to how the change would improve their lives.