

# HOW TO WRITE A LETTER TO THE AUTHORITIES



## NAME, FIRST NAME, ADDRESS

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## PLACE, DATE

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## TITLE OF THE RECEIVER

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## FACTS

**Example:** *I write to you to inform you of my deep concern about **FIRST NAME + NAME** (visible, bold and in capital letters). Describe the facts and show that you are aware of the problem at hand, including for example some elements of the information given by Amnesty International.*

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## YOUR DEMANDS

**Example:** Therefore I urge you to liberate/to pardon/assure a fair trial / to drop all charges against **FIRST NAME + NAME**

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## GREETINGS

Yours respectfully,

## YOUR SIGNATURE

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# ADDITIONAL ADVICE

## POLITENESS

Write in a formal and polite manner. This is very important and irrevocable. Your aim is to help a prisoner and not to express your personal feelings. Governments do not react to abusive or accusing letters. Always write in a manner that shows that you think of the government as a partner that can be reasoned with.

## LENGHT

Do not write more than two pages. Try to be short and to the point. Normally it is better to write just one page. Longer letters are only effective in exceptional cases.

## RECEIVER AND RECOMMENDATIONS

Send the letter to the receiver indicated by Amnesty International. Follow the instructions of the case at hand, e.g if you're asked to urge for medical care, do that and do not make other demands. In most cases the demands are related to international conventions of human rights. This information can be found in the case cards provided.

## VISIBILITY

Don't worry if the receiver does not speak your language. Always write the **NAME AND FIRST NAME** of the person you want to help in bold/underlined/ capital letters so the receiver will know what your letter is about.

## YOUR INTENTIONS

You may explain who you are and what your occupation is. This proves the authenticity of your letter and shows that many different people are interested in the respective nation. If possible, mention judiciary traditions and the moderation of the country at hand, to show your respect. If you have a special connection with this country, don't hesitate to mention it.

**It is possible that you receive a response to your letter. In that case, please forward a copy to us: Amnesty International, 23,rue des Etats-Unis, BP 1914, L-1019 Luxembourg or by e-mail to [activisme@amnesty.lu](mailto:activisme@amnesty.lu).**