Proper Letter Format Used \_\_\_\_/5 Letter follows proper business letter format as outlined in the Purdue Owl Online Writing Lab.

Correct Name and Address of Recipient \_\_\_\_/5 Student did research to find the name and address of the recipient. The recipient chosen is a person of power regarding the change requested. Recipient is addressed correctly.

Short Introduction of Student \_\_\_\_/5 A brief introduction of the student is included, outlining where the student is from and his or her reason for writing the letter.

Change is specific and clearly stated \_\_\_\_/5 Student clearly states the change desired. The change is specific and to the point. The recipient of the letter should have no question as to what is being requested.

Change Is Related to an LGBT Issue 10 \_\_\_\_/5 The change requested is directly related to an LGBT issue in the community.

Change Is Backed Up By Sufficient Support \_\_\_\_/10 Sufficient support is provided for the change being requested. Letter should be thorough and convincing.

Counterarguments Are Addressed \_\_\_\_10 Letter addresses at least one possible counterargument to the change presented and uses support to refute the argument.

Request for Response \_\_\_\_/5 Letter includes a professional request for response from the recipient.

Total Score \_\_\_\_/50