

COMPLIMENTS OF



*South Poway
Residents
Association*

www.SouthPowayResidents.com

**HOW TO WRITE A LETTER OR
E-MAIL TO THE MAYOR OF POWAY
AND CITY COUNCIL MEMBERS**

POWAY CITY HALL MAILING ADDRESS: PO BOX 789, POWAY, CA 92074-0789

CITY HALL STREET ADDRESS: 13325 CIVIC CENTER DRIVE, POWAY, CA 92064

CITY COUNCIL FAX NUMBER: 858-668-1205

MAYOR DON HIGGINSON E-MAIL: dhigginson@poway.org • PHONE: 858-668-4520

COUNCIL MEMBER JIM CUNNINGHAM E-MAIL: jcunningham@poway.org • PHONE: 858-668-4524

COUNCIL MEMBER MERRILEE BOYACK E-MAIL: mboyack@poway.org • PHONE: 858-668-4522

COUNCIL MEMBER BETTY REXFORD E-MAIL: brexford@poway.org • PHONE: 858-668-4523

COUNCIL MEMBER CARL KRUSE E-MAIL: ckruse@poway.org • PHONE: 858-668-4521

LETTER AND E-MAIL WRITING TIPS

1. Strive for clarity and brevity. Also, focus on one main issue only and don't go off on tangents.
2. Use facts and data to back up your point(s).
3. If possible, add photos, graphics, charts or maps to back up your main points.
4. Summarize your concern in a firm question format so it is clear you expect a specific written response. [EXAMPLES: "Why does the city not allow _____?" or "When can we expect the city to resolve _____?"]
5. Use a standard, business-like format and double-check spelling and punctuation.
6. Be sure to sign your letter and add your contact information.
7. Have a friend(s) edit your writing and make suggestions. Be open to criticism.
8. It's a good idea to send a copy of your letter or E-mail to City Manager, Penny Riley, and to City Clerk, Linda Troyan.
9. Keep a copy of your letter or E-mail (and the city's response).
10. When submitting a very important letter, it is worthwhile to take one more crucial step. Hand-carry copies of your letter to the City Clerk's office at City Hall for each recipient (highlight each recipient's name) -- in addition to an extra copy which you will keep. At the City Clerk's counter, anyone there will officially date stamp all copies in front of you (and your copy). This way you have firm confirmation that your letter has been officially received by the city and that it will be distributed properly.