

## Letter Writing Guide:

The recent occurrence in the Patagonia Lake State Park (PLSP) of a woman being gored by a bull is the precepting event for this letter writing campaign. The presence of cattle in the park has been a longstanding safety and environmental issue. This is due to a special land use permit by Arizona State Land Board which has allowed cattle into the riparian area of the park. Below we are offering some points for you to use when writing a letter to the State Department Leads who have jurisdiction over this area. Ideally, you would write a unique letter to each Agency Head with a copy to the other.

- Be brief, no more than one page, but thorough.
- Focus on a single issue
- Start with stating who you are and why the issue is of concern to you, e.g., scientist, volunteer, community group member birder, personal experience, trail builder.
- Get to the point, summarize your position in the first paragraph and use second paragraph for supporting information. (see bullet points list)
- Ask for specific action, e.g., funding for fencing, permanent livestock removal, etc.
- Be factual use only arguments that can be substantiated.
- Personalize it- How does the problem impact you? e.g., safety, less enjoyment having to view degraded habitat, include a personal experience that pertains to the issue.
- Do not editorialize or cast blame on personnel or agencies. (there is plenty of blame to go around in AZ.)
- Don't sound angry or sarcastic.
- Be cordial and to the point.
- Remember, an individual letter, whether typed, written in longhand or even on tablet paper has more impact than an already printed letter, card or email.
- Don't forget to ask for solutions and give your recommendations for action.

In writing your letter address them as follows:

Ms. Lisa Atkins  
Commissioner of Arizona Land Department  
1616 W. Adams Street  
Phoenix, Arizona 85007

Mr. Robert Broscheid  
Director of Arizona State Parks and Trails  
1110 W. Washington Street Suite100  
Phoenix, Arizona 85007

We are sending letters to both parties as each is involved in land and boundaries which concern us. Type or write your letters, sign both and mail to each person with a copy to the other.

We encourage you to have your spouse, significant other, friends and families write letters and provide them with copies of this guide and bullet points.

Thank you for your efforts and participation in helping make PLSP a better and safer environment.