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| --- | --- |
| **To:** | The name of the person this proposal is written for |
| **From:** | Name of council members who wrote the proposal |
| **Date:** | Date that you wrote the proposal |
| **Subject** | What are you proposing or what do you want to see happen |

**Purpose**State your proposal again.

**The Problem**State why there is a problem with what you are trying to fix.

What are the negative aspects if the problem doesn’t get changed?

**A Solution to the Problem**

State what the solution to the problem.

 What are the benefits or the good things about the change?

If there are some down sides to the problem, state them and how they can be remedied.

**Conclusion**Restate the problem and your solution idea. Then fill in the blanks below>

We really hope that you will think about approving this proposal for (write your solution). Thank you for your time and consideration.

Sincerely,

First and Last Name #1 and First and Last Name #2

Student Council Members