**Business Letter Format.**

As you write your letter, make sure it is formatted appropriately. Pay close attention to punctuation and to spacing. Delete all information that is not yours.

**Format Requirements:** Font size: 12 Times New RomanMargins: one inch all around

Your name and your full address

Date

The name of the person you are writing your letter to and his/her address.

Dear [title and name]:----- **Salutation**

**First paragraph: Introduction.**

1. introduce yourself (include your name, your age, and the community you belong to such as M-A, Menlo Park, a group of local skateboarders, etc) and state the policy/rule you disagree with and would like to see changed

**Sentence starters:**

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am a Freshman at Menlo-Atherton High School.

I am writing today because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Second paragraph: State what you disagree with and provide at least 3 reasons WHY you disagree. For each point you make, explain how a change in the rule would lead to positive results.** This paragraph should be 6-8 sentences long.

**Sentence Starters:**

As a (student/community member) of (M-A, Redwood City, the United States), I believe that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

There are several reasons why I disagree with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Firstly, I disagree with the (school’s, community’s, country’s) rule that we should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If we make this change \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (include a positive outcome)

I also disagree because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

It will also lead to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (include a positive outcome)

Furthermore, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Finally, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Third Paragraph: The conclusion.** Here you wrap up your letter, thanking the recipient for his/her time and urging them to make the change you propose. This paragraph is 3-5 sentences long.

**Sentence Starters:**

I firmly believe it is in (the school’s, the community’s, the nation’s) best interest to change \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please consider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I appreciate your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,-- **Closing**

Leave room to sign your name**--Signature**

Type Name