

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 Roman Margins: 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.

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