Space about 1-1 ½ inch from the top of your paper – also 1-1 ½ inch margins on sides. All lines start on left-hand side of page.

________________________________________ Your Name
________________________________________ Your Street Address
________________________________________ Your City, State, Zip
________________________________________ Today’s Date (example: June 14, 2007)

Skip 4 lines

Mr. (or Ms. or Miss) ________________________________ First and Last name of recipient
________________________________________ Name of Company/Organization (optional)
________________________________________ Street Address of recipient
________________________________________ City, State, Zip of recipient

Skip a line
Dear Mr. (or Ms. or Miss) _____________________: Last name of recipient

Skip a line
Introduction: describe who you are and why you are writing the letter.
________________________________________________________________
________________________________________________________________
________________________________________________________________

Skip a line
Paragraph: Give facts, examples or details that support your opinion or request.
________________________________________________________________
________________________________________________________________
________________________________________________________________

Skip a line
Paragraph: Describe personal experience(s) that support(s) your opinion or request.
________________________________________________________________
________________________________________________________________
________________________________________________________________

Skip a line
Paragraph: Describe the reason(s) why the person or organization receiving this letter should do something about the issue you are writing about.
________________________________________________________________
________________________________________________________________
________________________________________________________________

Skip a line
Sentence: Thank the person for reading your letter.
________________________________________________________________
________________________________________________________________
________________________________________________________________

Skip a line
________________________________________, Closing (ex. Sincerely, Regards)

Skip 3-4 lines for cursive signature
________________________________________ Signature printed or typed

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