Student Name

Date

Block

Title

Dear Mr. Swift,

**Introduction:** Who are you? Why are you writing this letter? (i.e.-“I am a landowner/businessman/farmer…and having read your proposal I…”)

**1st Body:** 1st cited point and your response. (i.e.-“In your proposal you state...I find this…”)

**2nd Body:** 2nd cited point and your response.

**3rd Body:** 3rd cited point and your response.

**Conclusion:** Closing remarks. (i.e.-“In light of all this it is my opinion that…”)

Sincerely,