

HOMEWORK HELP

Write a Letter That Gets Results

Knowing how to write a good letter is a useful skill. It will come in handy anytime you want to persuade someone to understand your point of view. Whether you're emailing your congressperson or writing a letter for a school project or to your grandma, a great letter will help you get your message across. Most important, a well-written letter leaves a good impression.

Check out the example below for the elements of a good letter.



Your address
Abby Jones
1204 Green Street
Los Angeles, CA 90045

Date
March 31, 2016

Salutation
Always use "Dear" followed by the person's name; use Mr., Mrs., Ms., or Dr. as appropriate.
Dear Mr. School Superintendent,

Introductory paragraph
Give the reason you're writing the letter.
I am writing to you about how much excess energy our school uses and to offer a solution.

Body
The longest part of the letter, which provides evidence that supports your position. Be persuasive!
Every day, we leave the computers on in the classroom, the TVs are plugged in all the time, and the lights are on all day. All of this adds up to a lot of wasted energy, which is not only harmful for the Earth, as it increases the amount of harmful greenhouse gas emissions into the environment, but is also costly to the school. In fact, I read that schools spend more on energy bills than on computers and textbooks combined!
I am suggesting that we start an Energy Patrol to monitor the use of lighting, air-conditioning, heating, and other energy systems within our school. My idea is to have a group of students dedicated to figuring out ways we can cut back on our energy use in the school. We can do room checks, provide reminders to students and teachers to turn off lights and computers, replace old lightbulbs with energy-efficient products, and even reward the classrooms that do the most to save energy.

Closing paragraph
Sum up your argument.
Above all, I think our school could help the environment tremendously by cutting back on how much energy we use. Let's see an Energy Patrol at our school soon. Thank you.

Complimentary closing
Sign off with "Sincerely" or "Thank you."
Sincerely,

Your signature
Abby Jones
Abby Jones

COMPLIMENTARY CLOSINGS

Sincerely, Sincerely yours,
Thank you, Regards,
Best wishes, Respectfully,