

* Letter Outline *

Letter

- 1-1.5 pages
- double spaced

• 12pt. font

Intro paragraph

- introduce self
- introduce problem(s)
- intro solution

Body Paragraphs

reasons why it
should be removed

- 1 paragraph per each problem
- use evidence/quotes to support your arguments.
- each paragraph should include some evidence (research) to support your argument.

Solution (Body Paragraph)

- how should problem be fixed
- what will remain, the status
solve / how will it positively / negatively
impact us?

Conclusion

- restate the issue
- explain / restate your arguments (brief!)
- discuss your plan to solve your
identified issue - how does your
suggestion make the problem better?