

## Sample Letter Template

Date (Month Day Year)

Dear \_\_\_\_\_,

Introduction Paragraph (Indent with 4-5 sentences)

First Body Paragraph (Indent and include your first reason with 3-4 supporting details)

Second Body Paragraph (Indent and include your first reason with 3-4 supporting details)

Third Body Paragraph (Indent and include your first reason with 3-4 supporting details)

Concluding Paragraph (Indent and include 4-5 sentences)

Sincerely,

Your Name