Directions: Write a letter to me describing an issue relevant to Kingwood or another environment with which you are familiar. Address a particular issue and suggest possible solutions. The model below is adapted from a business-letter format suggested by Purdue OWL. Follow the format as you discuss an issue about which you care. The word count needs to be 300-500 words from date to closing salute.

Objective: The point of this activity is for you to address an issue you care about and convince the reader with your reasoning and opinions why this issue is important and needs to addressed/changed. Try to keep your tone friendly but formal. If you choose an emotionally charged issue, make sure your emotions do not cloud the point you are trying to make.

August 21, 2019

Ms. Forys
2700 Kingwood Dr.
Kingwood, TX 77339

Dear Ms. Forys:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

Student Writer, Period #