**Letter to the Editor Format and Outline**

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| Introduction  Paragraph | Re: Title of original Article by Journalist’s name. Example:  RE: “Minimum Rage” by Ben Spurr |
| Hook: Why you decided to write. (Why we should care or why you care). |
| Thesis: What is your big opinion? Do you agree or disagree with the journalist? |
| Organization:  This letter will summarize the article “ “, present my opinions, and finally it will provide evidence that supports these opinions. |

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| Body paragraph 1 | What the journalist argued. A summary of their three main points: |
| 1 |
| 2 |
| 3 |

|  |  |
| --- | --- |
| Body paragraph 2 | Your opinion based on reason or experience on the journalist’s three major points: |
| 1 |
| 2 |
| 3 |

|  |  |
| --- | --- |
| Body paragraph 3 | Three new pieces of evidence that prove your opinion to be accurate: |
| 1 |
| 2 |
| 3 |

|  |  |
| --- | --- |
| Conclusion Paragraph | The major problem |
| The major solution in your opinion |
| A thank you in your words |
| Signed, your name |

Please Remember!!

* Remember to be polite but strong
* Your letter should be one page long.
* Remember to place quotations “when shall we three meet again ” (Shakespeare) around words that are not your own. And in brackets after those words give credit to the person who said it.
* Edit your work
* Complete this outline and submit it with your final copy.
* Use a friendly letter format.

