

Your full name
Your street address
Your city/state/zip
Your phone #

Recipient's Name
Recipient's company or organization
Recipient's street address
Recipient's city/state/zip

Date

Appropriate greeting,

In a business letter, you do not need to indent paragraphs. This is called a "block style" format because each part of the letter appears to be in its own block. Notice also that this is typed in a 12-point font and single-spaced, which is standard practice when writing a formal business-type letter.

So what should you write about in your letter? Remember that your purpose is to persuade the recipient to adopt your point of view and take action. You should first identify yourself and establish your authority (in this particular case, this means why s/he should take the time to read a letter sent by **you**). Secondly, you need to clearly state your reason for writing. State representatives receive hundreds of letters, phone calls, and emails every week – so cut right to the chase.

After a brief paragraph introducing yourself and your purpose for writing, make the case for your viewpoint. Use your personal anecdote(s), information from the article we read in class (or other valid sources), and any other information you believe is relevant. Be clear and concise, but sound as professional as possible – the more reputable you sound, the more seriously your opinion will be taken. One to two pages is an appropriate length for this assignment. You'll need to turn in your copy on or by Friday, January 13th 2012.

Thank the reader for his/her time and restate your recommended action.

Appropriate closing,

Your Signature

Your full name (typed)