Your street address

*Tab to the middle, and then begin typing.*

*1-inch margin*

Your city, state zip

Today’s date

Dear Parents/Guardians/Mom/Dad,

Attention-grabbing opening (famous quote, exciting question, shocking statement, descriptive image, interesting fact or statistic, etc.) Sentence that states your thesis, opinion, or claim (thesis statement).

Transition, topic sentence for argument #1. Support for this argument. Use reasons, facts, statistics, examples, and details. Work to create ethical and logical (and/or emotional) appeals. Be sure to discuss any points your readers might use to discredit this paragraph’s argument.

Transition, topic sentence for argument #2. Support for this argument. Use reasons, facts, statistics, examples, and details. Work to create ethical and logical (and/or emotional) appeals. Be sure to discuss any points your readers might use to discredit this paragraph’s argument.

Transition, topic sentence for most important argument. Support for this argument. Use good reasons, facts, statistics, examples, and details. Work to create ethical and logical (and/or emotional) appeals. Be sure to discuss any points your readers might use to discredit this paragraph’s argument.

Repeat your thesis, opinion, or claim. Give closing thoughts, and end with a memorable statement.

*Other options:*

*Your daughter,*

*Your son,*

*Yours truly,*

*Sincerely,*

 With love,

*Tab to the middle, and then begin typing.*

Signature

Your name

*Use blue or black ink.*