Business Letter to the Editor- Format Worksheet

[1" margin at the top]

_____ **[Your Full Name]**
_____ **[School Name]**
_____ **[School Address]**
_____ **[City, State zip code]**
_____ **[Today's Date: ex) January 15, 2014]**

[skip 4 lines]

New York Post
Letters to the Editor
1211 Avenue of the Americas
New York, NY 10036
[skip one line]
Dear Editor **[Salutation]**
[skip one line]
[First paragraph should introduce YOUR OPINION- why you are writing the letter and what your stand is on the issue]

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

[skip one line]
[Second paragraph should give facts, examples and details of your opinion of the author's FIRST ARGUMENT]

_____
_____
_____

[skip one line]
[Third paragraph should give facts, examples and details of your opinion of the author's SECOND ARGUMENT.]

[skip one line]
[Fourth paragraph should give facts, examples and details of your opinion of the author's THIRD ARGUMENT.]

[Fifth paragraph should conclude your arguments- REMEMBER to save the best for last!]

[skip one line]

_____ , **[Closing: ex) Sincerely, Regards, God Bless,etc.]**

[skip 4 lines]

_____ **[Signature]**

[skip 2 lines]

_____ **[Full Name Typed]**