

LO: To create a plan.

*The Address of Who,  
You Are Writing to,  
Would Go Here.*

*Your Address,  
Would Go,  
Here.*

Date here

Dear Sir / Madam,

Introduction	Explain why you are writing this letter.
Paragraph 1	Give more detail / facts about the problem.
Paragraph 2	How / what could the reader do to help solve the problem.
Conclusion	Summary (Use a rhetorical question)

Yours faithfully,

*Your signature*