

Student Handout 8:

Planning Organizer for Letter

Date

Name of person you are writing to:
Title or name of group/organization
Street Address
City, State, ZIP

Dear (title and last name):

My name is ... Include some personal information.

Why you are writing.

Describe what you want the person or group to do.

Support your request with information or facts.

Conclude with a positive statement.

Sincerely,

Your Signature

Name of school or group
Street address
City, State, ZIP
Phone number or e-mail (optional)

Student Handout 8a

PLANNING ORGANIZER FOR LETTER

PERSON YOU ARE
WRITING TO:

MAIN TOPIC:
Why you are writing.

FACTS to
support your
position

Summary and
conclusion