Your address on the right hand	
side, the recipient's address on	
the left hand side, the date on	
the right hand side.	
Who are you writing to?	
"Dear" name of recipient , miss	
a line.	
State your purpose/argument	
otate year parpose, argument	
First expanded reason	
Second expanded reason	
, , , , , , , , , , , , , , , , , , ,	
Final expanded reason	
•	
Final sentence to sum up and	
restate your argument	
End the letter with your name	
,	

,	