

STRUCTURING MY LETTER	Dear
OPENING PARAGRAPH—why you are writing	I am writing to....
1st MAIN paragraph—persuade your reader and make them think	All about your first main point:
2nd MAIN paragraph—persuade your reader and make them think	All about your second main point:
3rd MAIN paragraph—persuade your reader and make them think	All about your third main point:
Summary Paragraph—summarise your points and be emotional	Talk to your reader and make them think.... Yours Sincerely,