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| Subject : | Name : |

This PURPOSE of your letter is to persuade someone to change or improve something that is important to you (think of Greta Thunberg’s speeches to the UN about the climate crisis).

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| The name of the person you are addressing in the letter here (ex: Mrs. Lise Drisdelle-Cormier), |

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| **First paragraph (INTRODUCTION):** Introduce yourself; explain **what** you are writing for; explain **what you are hoping to achieve with this letter** (This paragraph can be relatively short, with approximately 3-5 sentences to provide the above information). Try to isolate 2-3 points that you would like to make. If there are any details about you or your situation that are particularly relevant to the subject, you can introduce them here. |

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| **Second, Third & Fourth paragraphs (BODY):** One at a time, choose a strategy to used that will help you to make your point, and elaborate the points that you introduced in the introductory paragraph above. Try to connect each one of these points to a real-world event (if possible). *Rhetorical Strategies : Narrative, Decription, Exemplification, Cause & Effect, Comparison & Contrast.* |

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| |  | | --- | | Strategy used : | |  |  |  | | --- | | Strategy used : | |  |  |  | | --- | | Strategy used : | |  | |
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| **Fifth paragraph (CONCLUSION):** Summarize the Points you have made and re-state what it is you hope this letter will accomplish, or what action you would like the recipient to take. Remember that this is the last part they read, and the first thing they will remember, so you want to be sure that your point is clear, and that you end on a CALL-TO-ACTION. |

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| **Sixth paragraph:** Thank the person for their time and attention, and let them know that you look forward to hearing from them. |

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| **Sign off:** Sincerely/Best regards/… followed by your signature |