

6 tabs → Date (ex. May 1, 2009) 2 returns ←

Abigail Student (your name)
100 Honors Way (your street address)
Rockville, MD 20850 (your city, state, zip code) 2 returns ←

The Honorable Senator Ben Cardin (name of person to whom you are sending the letter)
United States Senate (address)
Washington D.C. 20510 (city, state, zip code) 2 returns ←

Dear Senator Cardin: 2 returns ←

Paragraph 1: Introduction

- State your concern and name the issue (s) in the first sentence.
- Describe the issue.
- State your opinion about current U.S. policy on the issue.
- Briefly write what you think the government should do about the issue.

Paragraph 2: Persuasion and Information

- Provide more details about the issue.
- Include at least two facts that you discovered in your research.
- Use facts to make a persuasive argument for your opinion on the issue.

Paragraph 3: Call to Action and Conclusion

- Call to action: Ask official to take some action on this issue. What do you want the government to do about this issue? Be specific.
- Restate your concern and thank official.

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6 tabs → Sincerely,
(Leave this part blank to later add
your signature written in pen)

Your name typed

