

INFORMATIVE LETTER EXEMPLAR

No addresses or dates are required for this letter. Please follow the following format.

- Salutation** Dear Anywhere Town Council Members:
- Introduction** Introduce your letter by explaining why you are writing this letter. Clearly state the purpose of your letter and fully describe what you hope to achieve by writing it. Clearly state your position on the issue.
- Body** For the body of your letter, you will attempt to persuade the town council to take your position on the matter of grade 10 students volunteering their time at the Old Folks Manor. Present **at least three reasons** why you have taken your position on the issue. Be sure to support each idea fully with explanation.
- Conclusion** Conclude your letter with a strong summary of your main purpose of your letter, and again, state your position very clearly. Remember that this is your last place where you can convince the Town Members to side with you. Be very respectful, but powerful. Thank you for considering my position. I may be reached by telephone at 222-444-1111 or by e-mail at grade1 Ostudent@live.ca.
- Closing** Sincerely,
- Signature** Concerned Grade 10 Student (Use this for your typed signature)

