Formal Letter Format

Your Street Address

Your City, State Zip

Date

First and Last

Name of the Person to whom you are writing

Wake County Board of Commissioners

Their Street Address

City, State Zip

Dear Mr./Ms. Full Name:

Do not want to indent when using this format. This is the best format to use when for writing a persuasive letter. Introduce yourself and the topic to the reader. Remember that the first rule of writing is to know your audience. In a persuasive letter, state your opinion or your feelings about something that is important to you after you have introduced yourself. Sound as professional and passionate as possible. Do not belittle the reader or they will not finish reading your letter. Your letter needs to have the facts, reasons, and examples to support your position. Address issues that your reader may have in their argument – counter-argue to rebut any opposition. Cite any information you used from other sources (even if you put it in your own words, cite information you gained from an outside source!) by placing the author’s last name in parenthesis at the end of the paragraph (Like So).

At the end of your letter, offer a solution to the problem or present the reader with a call to action. What do you want the reader to do about the problem?

Sincerely,

A. Student