

Sample Formal Letter - Student Vote 2009

Joe Shmoe
123 First Street
Cranbrook, B.C.
V3V3V3
Canada

◀ Your Name and Contact Information

January 1, 2009

◀ Date

Office of the Premier
PO Box 9041 STN Prov. Govt.
Victoria, B.C.
V8W9E1
Canada

◀ Recipient's Name and Contact Information

Subject: The Environment

◀ Subject line (not necessary)

To/Dear Premier, (don't use the first name unless you are familiar with this person!)

The first thing you should do is thank the person for reading your letter and state who you are and the reason for your writing him or her.

This is the body, the 'meat and potatoes' of your letter. This will vary depending on what you want to say. This is where your strong arguments should be. Basically, this paragraph (or two or three, depending on what you're writing about) is the reason for all the other parts of this letter. This is where you say exactly what your message is.

In this final paragraph, state what action you would like this person to take. Also state that you would appreciate a reply and thank this person again for their time. You can also include your contact information, such as a phone number or email for this person to contact you.

Sincerely,

Joe Shmoe

encl: results from survey

◀ If you have an additional piece of paper in the letter that you want this person to review, include a something called an enclosure.

cc: Mrs. Jenkins, Grade 10 teacher, Cranbrook School

◀ If you are sending the same letter to someone else, let the main recipient of this letter know by including a 'CC'