

Scaffold: Letter to the Editor

Writer's name and address:	Recipient's name and address:
Date letter was written:	Formal title for recipient:
Introduction: (say why you are writing the letter – your PURPOSE)	
Paragraphs to convey your message: (give arguments to agree with your point of view and supporting evidence) (link your main idea through your paragraphs by using connectives)	
Final paragraph: (say what action you would like to be taken)	