

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)