

Persuasive-Letter Organizer



Choose an issue or topic about which you have a strong opinion. Then write a letter expressing your views. Your goal is to convince the reader that your opinion is the correct one. Follow the directions below to help you structure your letter.

_____ (Your school name)

_____ (Your school address)

_____ (Today's date)

_____, (Greeting)

Introduction: Describe who you are and why you are writing the letter.

Paragraph: Explain the different viewpoints.

Paragraph: Describe your viewpoint. Include facts and details to support your opinion.

Paragraph: Provide at least two possible solutions to the problem.

Final sentence: Thank the reader for his or her time.

_____, (Closing)

_____ (Your signature)