February 1, 2017

Single space the address

Double space the gaps between date, address and greeting

Single space the body paragraphs

President Donald J. Trump

The White House

1600 Pennsylvania Avenue NW

Washington, DC 20500

Dear President Trump,

Paragraph 1: (3-4 sentences) Briefly introduce yourself as a student from GHS. Let him know you have studied the various issues (name a few) facing the US today and that you have concerns / praises

Paragraph 2: (4-6 sentences) Identify the particular issue that you are focusing on and why it is important to you. Briefly cite his position. Explain whether or not you agree or disagree and then EXPAIN why you agree / disagree.

Paragraph 3: (3-4 sentences) Clearly explain the action you want him to take and why it is a good idea

Paragraph 4: (1-2 sentences) Thank him for his time and say that you are looking forward to getting his response soon.

Double space between last paragraph and sign off phrase

Quadruple space area for your signature

Single space your Sign off

Very Truly Yours,

Type Your Name

Student, Glendale High School, Glendale CA