**Professional Email**

**Your Street Address**

**Your City,**

**State Zip**

**Date**

First and Last Name of the Person to whom you are writing

Their Street Address

City, ST Zip

Dear Mr. /Ms. Full Name:

You do not want to indent when you are using this format. This is the best use when you are writing a persuasive letter. You Want to introduce your the topic you are writing about to reader. Remember that the first rule is to know your audience. In a persuasive letter, you state your opinion feelings about something that is important to you after you have introduce You must sound as professional and passionate as possible. You do not belittle the reader or they will not finish reading your letter. Your letter have the facts, reasons, and examples to support your position. Address your reader may have in their argument.

In a second paragraph, you must have solutions. Without solutions, you complaining. Offer assistance in solving the problem. Remind the reader can contact you.

Sincerely yours,

A. Student