Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional Business Letter Outline**

Remember to use formal, sincere language. Make specific references and provide detail. But keep in mind, your letter must fit on one page.

Persuade Ralston to make a PSA, encouraging people to “Leave a Note”

Persuade Ralston to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Trying to convince him to DO or THINK something….

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| Your name  Your address  Date  Name and address of the person receiving the letter  Subject line  Formal greeting  Introduction  Letter’s purpose  Details  Finish (wrap-up)  Formal close  Signature in blue or black ink  Your name | |  | | --- | | Karen Myers | | 17 moose Drive  Manitouwadge, ON  P0T 2C0  CANADA |  |  | | --- | | October 7, 2014 |  |  | | --- | | Aron Ralston  123 BlueJohn Canyon Way  Myarmhurtsville, CA  33456  USA |  |  | | --- | | Motivational Speaking Opportunity |  |  | | --- | | Dear, Mr. Ralston. |  |  | | --- | | I am a teacher at Eastwood Collegiate Institute. I have recently viewed the film, based on your story, *127 Hours.* |  |  | | --- | | I am writing to you because your story is very inspirational. You are a courageous man and I believe that your story would really help inspire the students at my school. I am hoping that you will consider coming to visit us as a guest motivational speaker! |  |  | | --- | | 2-3 reasons why, or 2-3 arguments to back your point of view….  You would be a great speaker to motivate the students because you are an incredible survivalist and your strong will to live and at this school, specifically, many students suffer from depression and their will to live may not be as strong as it could be.  Examples  Examples  Re-state your opinion |  |  | | --- | | Sincerely, Yours Truly, Best Regards, |  |  | | --- | |  |  |  | | --- | | Karen Myers | |