

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization/Institution Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Title of Your Argumentative Essay]

I hope this letter finds you well. I am writing to present my argument regarding [state the main issue or topic] and to persuade you to consider [your position].

Introduction:

Begin with a hook to grab the reader's attention. Provide some context about the issue and introduce your thesis statement, clearly stating your position on the matter.

Body Paragraph 1:

Present your first argument in support of your thesis. Include evidence, data, or examples to substantiate your claims. Explain how this evidence reinforces your position.

Body Paragraph 2:

Introduce your second argument. Again, support it with relevant evidence and elaborate on its significance in relation to your thesis.

Body Paragraph 3:

Address a counterargument to your position. Acknowledge it respectfully and explain why your argument still holds stronger or how it provides a more persuasive viewpoint.

Conclusion:

Summarize your main points and restate your thesis in a compelling way.

Encourage the recipient to reflect on the issue and consider the implications of accepting your argument.

Thank you for your time and consideration. I hope you will weigh the merits of my argument and engage in this crucial conversation.

Sincerely,

[Your Name]

[Your Contact Information]