

****Letter Outline for Students Writing to a Teacher****

1. **Header**

- Date
- Your Name
- Your Address (optional)

2. **Salutation**

- Dear [Teacher's Name],

3. **Introduction**

- Briefly introduce yourself (if necessary)
- State the purpose of your letter

4. **Body**

- Paragraph 1: Discuss the topic or issue you want to address
- Provide specific details or examples
- Paragraph 2: Share your thoughts or feelings related to the topic
- Paragraph 3: If applicable, ask questions or request assistance

5. **Conclusion**

- Summarize your main points
- Express gratitude for their time and help

6. **Closing**

- Sincerely,
- [Your Name]