

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Rhetorical Assessment of [Title of Work]

I hope this letter finds you well. I am writing to provide a rhetorical assessment of [Title of Work], focusing on its effectiveness in conveying [Author's Purpose or Message].

1. **\*\*Introduction\*\***

- Briefly introduce the work and its author.
- State the purpose of your assessment.

2. **\*\*Audience Analysis\*\***

- Identify the intended audience.
- Discuss how the author appeals to this audience.

3. **\*\*Ethos, Pathos, Logos\*\***

- Examine the author's credibility (ethos).
- Analyze the emotional appeal (pathos).
- Evaluate the logical arguments presented (logos).

4. **\*\*Use of Rhetorical Devices\*\***

- Identify key rhetorical devices used in the work.
- Discuss their impact on the overall message.

5. **\*\*Conclusion\*\***

- Summarize your findings.
- Offer a final reflection on the effectiveness of the rhetoric in the work.

Thank you for considering my assessment. I look forward to your feedback.

Sincerely,  
[Your Name]