

## **\*\*Rhetoric-Focused Letter Writing Guide\*\***

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**\*\*[Your Name]\*\***

**\*\*[Your Address]\*\***

**\*\*[City, State, Zip Code]\*\***

**\*\*[Email Address]\*\***

**\*\*[Date]\*\***

**\*\*[Recipient's Name]\*\***

**\*\*[Recipient's Title/Position]\*\***

**\*\*[Organization/Company Name]\*\***

**\*\*[Recipient's Address]\*\***

**\*\*[City, State, Zip Code]\*\***

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Dear [Recipient's Name],

**\*\*I. Introduction\*\***

- Begin with a hook: [A relevant quote, a thought-provoking question, or a striking fact related to the topic].

- State the purpose of your letter clearly: [Briefly outline what you want to address or request].

**\*\*II. Rhetorical Appeals\*\***

- **\*\*Ethos (Credibility):\*\***

- Establish your credibility: [Mention your background, experience, or connection to the topic].

- **\*\*Pathos (Emotion):\*\***

- Appeal to the reader's emotions: [Share a personal story, vivid imagery, or relatable scenario that connects to your issue].

- **\*\*Logos (Logic):\*\***

- Provide logical arguments: [Use data, examples, or reasoning to support your main points].

**\*\*III. Call to Action\*\***

- Clearly articulate what you would like the recipient to do: [Be specific about the action you are requesting].

**\*\*IV. Conclusion\*\***

- Reinforce your main points and express gratitude: [Thank the recipient for their time and consideration].

- End with a polite closing statement: [Express hope for a positive response or future dialogue].

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Contact Information]

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**\*\*Note:\*\*** Tailor each section based on the purpose of the letter and the intended audience.