

## **Business Letter Outline**

**Make sure you use standard business letter format. See the example on Canvas.**

### **First Paragraph**

**Who are you? Where are you from? Why are you interested in this issue?**

### **Second Paragraph**

**What do you know about this topic? Be specific. Demonstrate you are a knowledgeable and sensitive person.**

### **Third Paragraph**

**Explain the actions this organization must take.**