

Letter Writing Template and Model

Use these to help you write your letter. Use the rubric on the next page to see all the parts you need to include and to measure progress.
Cynthia Peters, World Education

Today's Date

Name

Address

City, State, Zip

Salutation,

Indented paragraph #1 – should include a few sentences. In the first paragraph you should introduce yourself and say why you are writing.

Indented paragraph #2 – should include a few sentences. The second paragraph should include more substance and details about why you are writing.

Indented paragraph #3 – should include a few sentences. The third paragraph should conclude the letter and perhaps say something about next steps if appropriate.

Sincerely,

[your signature here]

Your name

Address

City, State, Zip

February 13, 2019

Marty Walsh

City Hall Plaza

Boston, MA

Dear Mayor Walsh,

I live in Boston. I am your constituent. I am writing because I believe we should change Columbus Day to Indigenous Peoples Day.

Columbus was not a hero. He brought death and destruction to the Native people in the Americas. Many Indigenous People are asking that we stop celebrating Columbus Day. They say we should celebrate Indigenous Peoples Day instead. I agree. If Boston made this change, we would not be the only ones. Lots of other cities (like nearby Cambridge!) and some states have already changed the holiday to Indigenous Peoples Day. Local Massachusetts tribes, like the Mashpee Wampanoag, have changed the name of the holiday on their school calendars.

Please consider my request to change Columbus Day to Indigenous Peoples Day. Columbus caused a lot of hurt. What is there to celebrate about that? Instead, we should celebrate the Native people who survived against all odds!

Sincerely,

Cynthia

Cynthia Peters

44 Farnsworth St.

Boston, MA 02210

Letter Writing Rubric

This rubric will be used to evaluate your letter. Study the rubric to see what the teacher will be looking for when he or she grades your letter. After you get your feedback, re-write your letter and see where you can increase your points.

	4 points	3 points	2 points	1 point	TOTAL
Letter parts	Your letter includes: 1) date, 2) recipient's address, 3) salutation, 4) three distinct paragraphs, 5) your signature, 6) your address.	Your letter has four out of the six letter parts.	Your letter has three of the six letter parts.	Your letter has two or fewer letter parts.	
Presentation	Margins are present. Your letter is neatly written or typed.	Margins are not consistent. Your letter is neatly written or typed.	Margins are not consistent. Your handwriting is hard to read or your typing has a lot of mistakes.	Margins are not present. Your handwriting or typing is not legible.	
Conventions	Your punctuation, spelling, and grammar are excellent. There are fewer than five errors.	Your punctuation, spelling, and grammar are very good. There are fewer than ten errors.	Punctuation, spelling, and grammar distract the reader and interfere with meaning. Fewer than 15 errors.	Punctuation, spelling, and grammar significantly distract the reader. Fewer than 20 errors.	
Content	Your message is clear and precise. Your letter has three or more paragraphs and includes details. Your letter encourages a response from the reader.	Your message is clear and demonstrates understanding. Your letter contains only 2 paragraphs. Your letter does not encourage a response from the reader.	Your message is mostly clear. Your letter is only one paragraph in length.	Your message is unclear or disorganized.	
Voice	Your voice is strong, clear, and passionate.	Your voice is strong but not very passionate.	Your voice is not very strong or passionate	Your voice is weak.	
TOTAL					