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| **GREETING**  *Dear \_\_\_\_\_\_\_\_\_,* |

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| **TOPIC and PURPOSE (what are you writing about and why?)**  *I am writing to share with you some of the information I learned/ discovered/ found out.   Such information about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be useful as it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .* |

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| **DEVELOPMENT**  **Reasons/Examples (in chronological order OR order of importance)**  *One of the things I discovered was  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  In fact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *Another key figure/point was \_\_\_\_\_\_\_\_\_\_\_. An additional piece of information I'd like to share is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .  Finally, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |

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| **SUMMING UP of theme and purpose**  *Unfortunately/Fortunately, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. There are many reasons for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |

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| **POLITE ENDING**  *I am glad to have the chance to share this information with you. I hope you will find it useful.*  *Yours truly,  (Yours sincerely,)* |

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| **CLOSING**  *5) "Thank you for your attention to this important matter."* |