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

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| **TOPIC and PURPOSE (what are you writing about and why?)**  *As you requested, I have gathered some information for our upcoming seminar/meeting/report on   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |

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| **DEVELOPMENT of IDEAS (explaining format)**  *Under each paragraph heading is a brief, concise description of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* |

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| **DESCRIPTIONS UNDER HEADINGS (in chronological order or order of importance)**  ***Heading 1****(decide on an appropriate title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Heading 2****(decide on an appropriate tile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Heading 3****(decide on an appropriate title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

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| **SUMMING UP of theme and purpose**  *I hope the above descriptions will be useful to you. Please contact me if you need any further information.* |

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| **POLITE ENDING**  *Yours truly,  (Yours sincerely,)* |