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| **GREETING**  *“Dear Mrs. Gutan,”* |

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| **TOPIC AND PURPOSE**  **Why you are writing; what you want to inform the reader of**  *“I am writing to inform you of some vital information I have collected/acquired about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *In our work as international staff civil servants, it is important*  *to keep abreast of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."* |

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| **DEVELOPMENT**  **Reasons/examples (in chronological order or order or importance)**  *"Through my reading and study, I discovered that the crisis/ situation produced by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has had \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *effects worldwide/in the region/in the capital.*  *The United Nations and its agencies have implemented programmes to educate/*  *inform \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ local populations/the local people/staff about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *Such action/education is focused on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. One programme trains local community members/staff/supervisors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."* |

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| **SUMMING UP**  **Offer to answer reader's questions/provide more information**  *"Please let me know if I can clarify or supplement any of the above information."* |

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| **CLOSING**  *“Yours sincerely,*  *(signature)”* |