

Extra Credit Newspaper Template

Your Name
Sweet Home Middle School
4150 Maple Road
Amherst, NY 14226

To Whom It May Concern,

1. Intro:
 - Introduce yourself (your name, school name, town, and state)
2. Explain Problem
 - Summarize the problem in the newspaper article
 - Provide details about who, what, when, where, and why (the 5 W's)
3. Solutions
 - Explain why a solution is necessary to solve the problem
 - Give TWO long term goals that you think your solutions might accomplish
4. Conclusion
 - Thank the person who you sent it to for reading your letter
 - Ask that they can respond to the letter by mail their response to the school
C/O your Teacher

Sincerely,
Your Name (signed)
Your Name

Expectations of your teacher

- All paragraphs must have **five** complete sentences
- Slang or text writing not allowed (ex. lol, brb, etc.)
- Include the article with the letter