

# Write a Formal Letter

For this assignment you will think about a problem you have noticed in Taiwan and an idea for how to fix it. Then, you will write a properly formatted formal letter to President Tsai about the problem and your idea. Your letter should:

- be written to President Tsai as if she were going to read it (which she will)
- Should be at least four paragraphs long (introduction, the issue, your solution, closing paragraph)
- be polite and respectful
- be about a serious problem that will help the country
- be drafted first in your journal and then...
- typed as your final draft

**Brainstorm some information you might want to put in your letter below.**

**What are some things you will tell the person about yourself in your introduction paragraph?**

1. my name
2. I'm a student
3. I live in Taipei, Taiwan
- 4.
- 5.
- 6.

**Write down 5 problems in Taiwan that you have noticed and your ideas for fixing them.**

1.

2.

3.

4.

5.

**Now, choose one problem from above and write some details about it including why you want it fixed. Is there anything you need to know about the problem? You have to do some research.**

1.

2.

3.

4.

5.

6.