

Return Address Title (if mailing from school, if mailing from home, leave blank)

Return Address Line 1

Return Address Line 2 (In Canada we write the City Province Postal Code all on one line)

Date (Month Day, Year)

Mr./Mrs./Ms./Dr. Full name of recipient

Title/Position of Recipient.

Company Name

Address Line 1

Address Line 2

Dear Ms./Mrs./Mr. Last Name,

Body Paragraph 1

.

.

Body Paragraph 2

.

.

Body Paragraph 3

.

.

Closing, (For example, Sincerely,...)

Insert your signature

Your Name (Typed/Printed)

Your Title

John McCrae Public School
189 Water Street,
Guelph ON N1G 1B3

April 10, 2013

Mr. Phil Andrews
Managing Editor
The Guelph Mercury
8-14 Macdonell St.
Guelph ON N1H 6P7

Dear Mr. Andrews,

Body Paragraph 1
.
.
Body Paragraph 2
.
.
Body Paragraph 3
.
.

Sincerely,

Insert your signature

Joe Smith
Grade 7 Student at John McCrae Public School

John McCrae Public School
189 Water Street,
Guelph ON N1G 1B3

April 10, 2013

The Honourable Deb Matthews, M.P.P.
Minister of Health
Ministry of Health
Hepburn Block 10th Flr
80 Grosvenor Street
Toronto ON M7A2C4

Dear Ms Matthews,

Body Paragraph 1
.
.
Body Paragraph 2
.
.
Body Paragraph 3
.
.

Sincerely,

Insert your signature

Joe Smith
Grade 7 Student at John McCrae Public School