

Letter Template

Your name and address	
Address of recipient	Department of Environmental Concerns City Hall 123 Anywhereville, Ontario K7M 1E1
Salutation	To Whom It May Concern:
Paragraph 1: Introduce yourself and say why you are writing	
Paragraph 2: Explain the impacts that climate change is having on the ocean	
Paragraph 3: Highlight sustainable solutions you feel your community should try	
Closing	Thank you for taking the time to read my letter, and I look forward to hearing back from you. Sincerely,
Your name	