

**Read the following excerpts from a formal opinion letter written by a student about the use of mobile phones in class. (Heading, Salutation, Introduction, Body, Conclusion, Sign off).**

1. I am writing to express my opinion regarding the proposed ban on mobile phones during class time. As a representative of the student council, I believe that instead of banning phones completely, the school should implement a structured policy that allows the educational use of mobile phones under teacher supervision. This letter outlines my reasoning on why a more balanced approach would be more beneficial for both students and teachers.
2. Yours sincerely,  
Jordan Ramirez  
Student Council President  
Lakeside High School
3. Lakeside High School  
Student Council Office  
7342 Meadowbrook Avenue  
Willow Creek, CA 90231  
May 17, 2025  
Mrs. Annette Porter  
Principal  
Lakeside High School  
7342 Meadowbrook Avenue  
Willow Creek, CA 90231  
Re: Mobile Phone Use in the Classroom
4. Many educational apps, research tools, and collaborative platforms are easily accessible via smartphones... (develops the argument in favor of educational phone use, gives benefits and counters distractions).
5. In conclusion, I believe that mobile phones can be powerful educational tools if used properly. A complete ban may seem like a quick fix, but it misses the opportunity to prepare students for responsible technology use. I urge the administration to consider implementing a structured phone-use policy instead of a full ban.
6. Dear Mrs. Porter: