

Formal Opinion Letter Writing

Use this scenario to write an Opinion Letter:

“The university administration is considering implementing a mandatory dress code for all students. This proposal has received mixed reactions from the student community.”

Write a formal opinion letter to the University Committee expressing your viewpoint.

Use this structure in your letter:

- Date and recipient
- **Introduction** – State the purpose of the letter
- **Body** – Clearly present your arguments
- **Conclusion** – Summarize your opinion and give recommendations if needed

Use these connectors:

- In my opinion...
- Furthermore...
- Therefore...
- It is evident that...

 Write your opinion letter below:

Opinion Letter Format

Firm Name Address Line 1 Address Line 2	Sender	Letter Heading
Name Person's Title (if applicable) Company / Firm Name Address Line 1 Address Line 2	Recipient	
Re: Subject of Letter		Date
Dear (Mr. or Mrs. Smith) :		Salutation
		Introduction
Statement of Facts		Short Statement of Facts (only include when instructed)
Heading		Body of Letter (legal analysis with headings)
Heading		
Heading		
Conclusion		Short Conclusion
Sincerely, Name of Attorney		Signature Block