

## 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:

