

Your Name

Your address

October 16, 2015

Mr. Brian Gard

39570 Western Road

PO Box 38

Elmsdale, PE

COB 1K0

Dear Mr. Gard:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Identify the name of your novel and the author. Tell me why I should or should not read your novel. Who would you recommend read this novel?

Beginning with the second paragraph, state the supporting details to justify your purpose. Discuss your favorite character. Why are you drawn to this character? What do you find intriguing about this character? Be sure to give several specific examples from your novel. Include one quotation from novel with citation.

Finally, in the closing paragraph, discuss one aspect of the plot that you like or really dislike. Be sure to explain. Include one quotation from the novel.

Sincerely,

Your Name

- Be sure to follow the proper format as shown.
- Proofread