March 18, 2014

To: Company’s Name

Re: Dumping Waste into the Fox River Basin

**Introduction sentence:** Tells addressee why you are writing

**Body (4-6 sentences):** Answering the following questions:

1. What is the metal in the sample and how do you know using the data you collected?
2. What are the health effects people in the area may experience if they ingest water with that
 metal?
3. What types of treatment might the people have to undergo?
4. How can the river be treated to remove the metal?

**Closing Sentence:** Should encourage the company to address the issue you wrote about.

Sincerely,

Your First and Last Name John Smith

Title Chemistry Student

Place of Business Middle Creek High School

City, State Zip Code Apex, NC 27539