[Your return address:]

1234 Success Street

Denver, CO 54321

October 1, 2016

Sally Smith

Colorado Technical University

4321 University Ave

Colorado Springs, CO 34567

Dear Sally,

In your first paragraph, you will address how you can develop and use effective writing skills further educational and academic goals, being sure to consider the types of writings you might be asked to produce, the types of audiences you would address, the platforms or modalities you might use, and the various purposes these writings might have. Use specific examples as support.

In your second paragraph, you will address how you can develop and use effective writing skills to advance your professional and career goals, being sure to consider the types of writings you might be asked to produce, the types of audiences you would address, the platforms or modalities you might use, and the various purposes these writings might have. Use specific examples as support.

In your third paragraph, you will address how you can develop and use effective writing skills to enrich your personal life, being sure to consider the types of writings you might be asked to produce, the types of audiences you would address, the platforms or modalities you might use, and the various purposes these writings might have. Use specific examples as support.

Sincerely,

Billie Brown

Billie J. Brown

IT Consultant

Colorado Media, Inc.

432-765-1098

Bbrown1@coloradomedia.com

 @bbrownITman