

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First paragraph**

1. Introduce yourself
2. State the purpose of your letter (ex: “ I need to tell you about Bunnicula. There is something very strange about him.”)

**Second paragraph**

1. Focus on the features of a vampire bat. Briefly instruct the Munroes on the features you think Bunnicula shares, or things that are similar.
2. Let them know that there is more to your argument.

**Third paragraph**

1. Focus on Vampires. What features does Bunnicula seem to share with a Vampire?
2. Let Munroe’s know if you feel it is dangerous to have Bunnicula around.

**Fourth paragraph**

1. Sum up your argument (ex: Bunnicula is a strange creature, and I believe I have convinced you that……..” and “ I hope that you will take steps to deal with this bunny”)
2. Close with a traditional closing and your signature.

This outline is to guide you in writing the letter, and the examples should give you ideas. DO NOT COPY the examples given.