

1751 Olive Chapel Rd  
Apex, NC 27502  
March 3, 2013

Governor Pat McCrory  
Raleigh, NC 27602

Dear Mr. McCrory,

**Hello, I am a teacher in Apex, NC.** I am writing to tell you how important **it is to protect our Earth**. **First of all**, if we do not protect our trees, beautiful birds and cuddly animals will all be left homeless. **Next**, without plants, we won't be able to gaze across the forests and see the lush, green vegetation. **Most importantly**, we need to protect our clear, clean drinking water. **In conclusion**, the trees have prevented our soil from washing away and have absorbed some of the evil poisons from the air. North Carolina is known for having three specific beautiful regions. **Lets do our best to keep up the good image people have of our state.**

Sincerely,  
Mrs. Byrd

Full address of the person who is writing the letter

Full Name  
Address of the person you are writing to

Professional and clear introduction

Introduce yourself quickly and clearly

State your opinion

**3** reasons you believe your opinion is true

A conclusion statement

One last statement to sway your point of view and how others believe it as well

Closer  
Sincerely,  
With regards,  
Thank you,