

Name: _____

Date: _____

Argument Writing: **Respond to a Formal Letter**

When you write an **argument**, you are trying to persuade your reader that your opinion is correct. Sometimes, you might write an argument in response to something you disagree with. When you respond to someone, you will try to change their mind by presenting your claim and objecting to theirs.

Remember, a strong argument has five key parts: a claim, evidence, a counter-argument, a rebuttal, and a conclusion.

Many arguments are written in letter form. Here is an example of a formal letter.

February 2, 2018

Dear Fifth Graders,

We will no longer allow any type of sports to be played during recess. It has come to my attention that fifth graders have been excluding other kids from their games. In addition, many fifth grade students have been leaving sports equipment in the yard, instead of putting it away at the end of recess. You might think that this is unfair. But, you will find that there are other activities you can participate in during recess, like running laps. Sports are hereby banned at our school.

Sincerely,
Your Principal

Imagine that you received this letter and you disagree with it.

1. What **claim** would you make to object to this letter?

2. List two pieces of **evidence** that support your claim.

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3. Underline one piece of evidence from the letter that you can present as a **counter-argument** in your response.

4. Write a **rebuttal** that will weaken or object to that piece of evidence.

5. On a separate sheet of paper, write a **persuasive letter** in response to the formal letter above. Make sure to include the date, a greeting, a conclusion, and a closing in your letter.