**Mr. Tom Key, Counselor**  
**Independence High School**  
**1776 Educational Park Drive**  
**San Jose CA 95133**  
  
**Salutation**: Greeting (Dear \_\_\_\_\_\_\_\_\_\_\_\_Note the use of the colon   
  
**Body**: Purpose of the letter  
Usually 3 SHORT paragraphs

**Introduction**: State your name and purpose (WHY)  
  
**Body**: Explain what you want (WHAT)  
  
**Conclusion**: Thank you & Contact Info/Number

**Complimentary closing**: Polite close to the letter followed by a comma   
  
Sincerely,  
Yours truly,  
Yours sincerely,