**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,