

# PRACTICE WRITING A LETTER



# ACTIVITY GUIDE

SCAN TO WATCH LESSON



## EPISODE 113: TAKE A DEEP BREATH

Write a letter about a topic important to you. Your audience may be a professional, such as a restaurant manager or school principal. In your professional letter, include the following:

- Date
- Your address
- Recipient's Address
- Salutation
- Message
- Closing
- Signature

A

B

C

D

E

F

G

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## EPISODE 113: TAKE A DEEP BREATH

**USE OUR EPISODE'S LETTER AS AN EXAMPLE.**

JUNE 30, 2024

Michigan Learning Channel  
Detroit Public Television  
48325 Alpha Drive, Suite 150  
Wixom, MI 48393

Air Quality Division  
P.O. Box 30260  
Lansing, MI 48909-7760

Dear Air Quality Division,

We've been reading about air pollution. We learned a lot about the pollution people see and/or smell. We understand air pollution is very dangerous. It's a hazard for people, plants, and animals.

Air pollution can make it challenging to breathe. People, plants, and animals can also get sick from pollutants.

We want to thank you for the work you do to help us to have clean air. We appreciate how you help businesses to know what they can do better to help air quality. We also thank you for serving the community through your hard work.

Air quality is so important and all of us must do what we can to not pollute the air. One step we hope to take is more steps! We plan to walk more than drive, whenever possible.

Sincerely,  
Mrs. DeFauw and  
the Read, Write, ROAR! Learners