**Introduction to Horticulture – Introductory Letter Assignment Template**

Dear Mrs. Propson, (Salutation)

Introduction Paragraph

(Includes salutation and thesis or introductory sentence such as who you and your agriculture background, hobbies, interest, family, etc. – what should your teacher know about you?)

Evidence & Claims Paragraph

(includes an explanation of where you are and where you want to be academically and horticulturally – this may include background in horticulture, why you took the class, what you want to gain from the class, course goals, life goals, etc. – each will be supported with detail and evidence to fully explain yourself)

Conclusion Paragraph

(restates writing purpose, main points and action statement – “now what”, what do you want to see from the class, how will you reach your goals, what do you need from peers/instructor, etc. )

(Closing Statement ex: “Thanks”, “Best”, “Your Student”),

Your Name

\*\*\*\* Letter should be business letter format and professional/detailed – as an introductory assignment no further advice will be given about the letter to gauge what the student already knows. If you feel uncomfortable about formatting please use your resources to find other examples\*