

President Barack Obama
The White House
1600 Pennsylvania Avenue NW
Washington, DC 20500

Recipient's name
and address

1730-25 Hiregasaki
Nagareyama, Chiba
270-0161 Japan
elwood@meiji.ac.jp

Your own address

October 23, 2015

Left indent of 3.5 inches

Dear President Obama,

Our names are James Elwood and Roosevelt Brown, and we are second-year students at Meiji University in Tōkyō. We are writing this letter to offer our opinion about the current letter grading system. We feel that the current system is inadequate and should be substantially revised. The reasons we feel this include ____ (A) ____, ____ (B) ____, and ____ (C) ____.

Provide support!

First, we think that ____ (A) _____. As Schneider and Hutt explained in their 2014 article in the *Journal of Communication Studies*, the grading system has a reasonably long history, but lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Our second point is ____ (B) _____. Pharetra nonummy pede et orci aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque, non venenatis eleifend. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet. Suspendisse ipsum purus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat. Consequat.

Provide support!

Finally, we maintain that ____ (C) _____. According to Durm (1983), grades are _____. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. magna.

Repeat your opinion and your
main points here.

In conclusion, we feel strongly that the current grading system is flawed and in need of considerable revision. We base this conclusion on ____ (A) ____, ____ (B) ____, and ____ (C) ____.

Thank you for your time, and we look forward to hearing from you.

Sincerely,

James A. Elwood

James A. Elwood

Roosevelt Brown

Roosevelt Brown

All members sign
the letter; includes
both signatures
and typed names.