

Blank Open Letter Outline

TO:

Recipient, group, or 'To whom it may concern'

INTRODUCTION / PURPOSE

Why are you writing this open letter?

PERSONAL STORY / EXPERIENCE

Share your personal story or relevant experience

FEELINGS / REFLECTIONS

How did this experience impact you?

MAIN MESSAGE / REQUEST

Is there something you want readers to learn, understand, or do?

CLOSING & SIGNATURE

Sincerely, [Your Name]
