

Part	Purpose	Useful Sentence Starters	High-Impact Vocabulary
<b>Salutation</b>	Greet the editor formally	Dear Editor To the Editor	<i>(Keep it formal—no slang, no emojis!)</i>
<b>Introduction</b>	Explain why you're writing	I am writing in response to your article entitled... - I wish to express my concern about... - Your recent coverage of... has prompted me to write. <b><i>I am compelled to respond to your recent feature on...</i></b> <b><i>- Having read your article on..., I feel obliged to contribute to the discussion.</i></b>	recent article, pressing issue, current debate, public concern
<b>Body 1: Opinion</b> State your viewpoint clearly	State your viewpoint clearly	- In my opinion,... - I strongly believe that... - One major concern is... <b><i>-While I acknowledge the points raised, I must respectfully disagree with...</i></b> <b><i>- It is my considered opinion that...</i></b> <b><i>- The core of the issue lies not merely in... but in...</i></b>	essential, harmful, long-term impact, negative consequences
<b>Body 2: Support</b>	Give reasons, examples, and evidence	- For example,... - This can be seen in... - It is evident that...  <b><i>- There is ample evidence to suggest that...</i></b> <b><i>- Such a viewpoint is echoed in findings by...</i></b> <b><i>- To illustrate this further...</i></b>	evidence, studies show, increasing trend, widespread effects

<b>Conclusion</b>	Summarise and suggest action	<ul style="list-style-type: none"> <li>- In conclusion, I urge...</li> <li>- I encourage local authorities to...</li> <li>- We must take action now to...</li> <li><b>-I would appreciate it if my concerns could be addressed in a future article.</b></li> <li><b><i>-To move forward, it is imperative that...</i></b></li> <li><b><i>- Unless urgent action is taken, we risk...</i></b></li> </ul>	raise awareness, take responsibility, implement change, call for action
<b>Sign-off</b>	End politely and formally	Yours faithfully, Yours sincerely (if a name is given) A Concerned Student / A Local Resident / A Reader	

I've highlighted the most advanced structures in bold.