

## **Letter to the Librarian**

- Space 2 times after a period.
- Space 1 time after a comma.
- To indent, press the tab key one time.
- Double-space your letter. (Use the formatting palette, under alignment and spacing. It is labeled line spacing.)
- Use the friendly letter format. (Date, greeting, body, closing, signature.)
- Be persuasive, you are giving the librarian reasons as to why he/she should buy more of the books you are suggesting.