

Your name (*Sender's address*)  
Street address  
City, State Zip

January 28, 2016 (*Date letter is due to Mr. Knoll*)

Director-General José Graziano da Silva (*Recipient's address*)  
Food and Agriculture Organization  
Viale delle Terme di Caracalla  
00153 Rome, Italy

**OR**

Ms. Helen Clark  
United Nations Development Programme  
One United Nations Plaza  
New York, NY 10017

Dear Director-General Graziano da Silva (*FAO*) **OR** Ms. Clark (*UNDP*),

Paragraph 1- Introduction (*DO NOT indent your paragraphs; Leave a line between each paragraph; Single space the paragraphs*)

Paragraph 2- What's been done in the past to address the issues

Paragraph 3- Your personal proposals to address the issues

Paragraph 4 (if you have one)- Your personal proposals to address the issues

Paragraph 5- Conclusion

Sincerely, (*Hit "Enter" four times and then type your name*)

Your signature in **black or dark blue ink** goes here

Your name

1. Everything should be typed in Times New Roman, size 12 font
2. Single-space everything