

March _____, 20____

Dear Mr. President,

Intro
1
para

I recommend _____ for knighthood because...
(Mention at least 3 reasons why you feel this person deserves to be knighted.)

Body

_____ deserves to be knighted because...
(Explain the reasons why...) –may be 1-3 paragraphs

Some citizens may not agree with my choice because...
(Give at least one counterargument.)

Conclusion
1
para

Please consider my recommendation because...
(Give a last, interesting reason why the President should take your recommendation.) (Also, you could thank him/her for his/her time and attention.)

Sincerely, (-or other salutation)