

Letter to the Editor

South Vermillion Middle School  
950 W. Wildcat Dr.  
Clinton, IN 47842

Return address

December 4, 2015

Date

Reader's Digest  
c/o Liz Vaccariello, editor  
P.O. Box 6100  
Harlan, IA 51593-1600

Inside address

Dear Ms. Vaccariello:

salutation

I am writing about the recent article "A Case Against the Clock" by Tony Crabbe. In this essay, he argues that ...

I have also read "From Vegetation to Procrastination: Breaking Bad Habits" by Claire Carter in *College Express Magazine's* November 2015 issue. She claims that ...

I believe time management is...

body

Sincerely,

complimentary close

Your name,  
Eighth-grade student

signature line