Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

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| --- |
| Main Argument: |

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| --- | --- | --- |
| Reason 1: | Reason 2: | Reason 3: |

|  |
| --- |
| Re-tell your argument: |

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_