

## FORMAT FOR FORMAL LETTER

(You and your partner will split up the two cities you were assigned, and each of you will write to *one* of them. Make sure you don't both write to the same place!)

Date

Return Address  
3100 Cain Rd SE  
Olympia, WA 98501

Dear Mr./Mrs. \_\_\_\_\_,            (City name) Police Department

Paragraph 1- **Introduction:** Introduce you and your partner and tell where you are from. Explain why you are writing the letter to them.

Paragraph 2- **Tests:** Explain the 6 tests that you performed in this investigation. Talk about what each test is meant to find out. Do not talk about your results.

Paragraph 3- **Mystery Powder:** Explain your mystery powder. What was in your mystery powder? Explain how you were able to figure out what was in your mystery powder – give at least one test **result** per powder that convinced you, (Don't just say, "I knew it contained X because of the indicator test"... describe the result, such as "I knew it contained X because the indicator test turned pink, and X was the only known powder to turn pink.") **THIS WILL BE YOUR LONGEST PARAGRAPH.**

Paragraph 4 –**Conclusion:** Write a concluding paragraph that makes the police department feel confident in your discovery. List specific scientific procedures that you did that should give them confidence. (Things you made sure to do that help improve your chances of having reliable/valid results)

Sincerely,

*Signature*

(Then your printed name, too)