

**OUTLINE THE ISSUE:** In one or two sentences, what is the problem?

**SUPPORTING DETAIL ONE:** Briefly explain the first example supporting your complaint.

**SUPPORTING DETAIL TWO:** Briefly explain the second example supporting your complaint.

**THE AFFECTS:** Briefly explain the second example supporting your complaint.

**OUTCOME:** Briefly outline what outcomes you want from your complaint

**POTENTIAL SOLUTIONS:** What are some possible solutions that could fix the issue?