Create a simple block style letter in MLA format that is address to Mr. John Keenoy, principal of East Kentwood high school. The letter will be four paragraphs in length and will propose a rule change to our high school.

The first paragraph should introduce yourself and your proposed rule change. The second and third paragraphs will give your rationale as to why the current rule should be changed. The final paragraph will thank Mr. Keenoy for his time and consideration.

Use the following address for Mr. Keenoy:

6230 Kalamazoo Ave. SE

Kentwood, MI 49508

Don't forget your signature block and to sign your name in black or blue ink.

Save the letter as Keenoy Letter and print and submit a copy to Mr. Dixon.