

SHOW SOMEONE YOU CARE WITH A PERSONAL LETTER!

Write a draft of your letter on the blank lines below.
The guidelines on the right will help you.

_____] ◀ ADDRESS

_____] ◀ DATE

_____] ◀ GREETING—Usually “Dear...” Don’t forget a capital letter and a comma!

_____] ◀ BODY—Don’t forget to indent each paragraph!

_____] CLOSING—Often “Sincerely,” “From,” “All the best,” or other phrases. Don’t forget a capital letter and a comma!

_____] ◀ SIGNATURE

Use the space below to practice addressing an envelope before mailing your letter.

RETURN ADDRESS:] ◀ STAMP
_____] ◀ Your Name	
_____] ◀ Street Address	
_____] ◀ City, State, Zip Code] DELIVERY ADDRESS:

_____] ◀ Person’s Name
_____] ◀ Street Address
_____] ◀ City, State, Zip Code