

Letter Writing Assignment

Write a letter to someone you haven't seen in person recently. It could be your teacher, a friend, neighbor, or a family member who doesn't live with you.

Your letter can be sent in the mail or via email. Either way, be sure that you:

- Start with the date when you're writing
- Write "Dear" and the person's name
- Write in complete sentences and paragraphs
- Ask the person a question or two
- Sign off with one of the following options: Sincerely, Warmly, Your friend, Yours truly

If you mail your letter, be sure that you write the address in 3 or more lines, following this pattern:

Person's first name and last name
Street address
Town or City, State, Zip code

There is a graphic organizer if you need help planning your letter.

Letter Writing Graphic Organizer

Date: _____

Dear _____ ,

I hope you _____ .

Since the last time we were together, I have been _____

_____ .

I want to tell you more about _____

_____ .

It's making me think that _____ .

A question I have for you is _____

_____ .

I hope you will write back to me.

Sincerely,
