

### GREETING

Include your greeting, the person's name, and a comma.

Dear (Name),

Your Address

Date

### HEADING

Include your full address and date

### BODY

Write the main part of your letter. It can be as long or short as you want it to be!

Writing letters is fun! There is something special about receiving and sending a hand written note in the mail.

Letters can be sent to mark special occasions, as notes of thanks, to share news, or simply to let someone know that you are thinking of them.

Is there anyone special in your life? Send them a note today to say hi and show them you care!

### CLOSING

Write a phrase to indicate that your letter is ending followed by a comma.

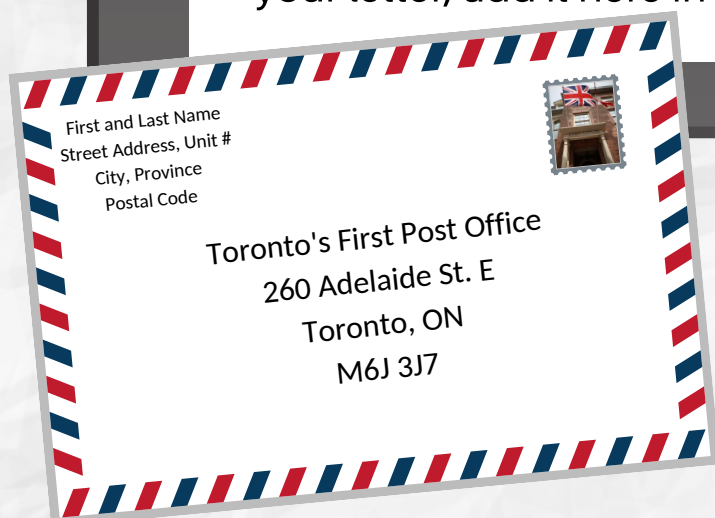
Wishing you all the best,

### SIGNATURE

Sign or write your name.

Your Name

P.S. If you forget to write something in the body of your letter, add it here in the Post Script.



### MAILING

Seal and address your envelope (make sure you double check the address!)

Stick your stamp. It goes on the top right hand corner.