

Name: _____ Date: _____

Planning to Write a Friendly Letter

Letter



↓ Write a salutation and the name of the person you are writing to.

_____ ,

↓ Write the date.

How will you begin your letter in a friendly way?

What story or information do you want to share?

What is good way to finish your letter? Would you like the other person to write back?

_____ ,

← Write a Closing.

← Sign or write your name.