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—You don’t need to include the address inside a greeting card!

DATE

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

BODY Be sure to indent each paragraph!

CLOSING You can use “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 your envelope.

RETURN ADDRESS:

Your Name

Street Address, Apt #

City, State, ZIP Code™

DELIVERY ADDRESS:

Person’s Name

Street Address, Apt #

City, State, ZIP Code™