

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:



◀ **STAMP**

DELIVERY ADDRESS:

◀ Person's Name

◀ Street Address, Apt #

◀ City, State, ZIP Code™

