



How to Write a Friendly Letter

1. Date

August 22, 2006

2. Greeting

Dear Mr. Childers,

3. Body

I wanted to let you know how much I love third grade at Union Hill. We have so much fun in third grade. We get to read lots of books and take tests on the computer. We play a lot of games to help us learn about math. My favorite thing, however, about third grade is working on projects. I think third grade is the best grade ever! You should come to our class one day and be a third grader with us. I think it would be more fun than being the principal.

4. Closing

Your student,
Jane Doe

5. Signature