

# 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
_____	
_____	] ◀ DATE
_____	
_____	] ◀ GREETING—Usually “Dear...” Don’t forget a capital letter and a comma!
_____	
_____	] ◀ BODY—Don’t forget to indent each paragraph!
_____	
_____	
_____	
_____	
_____	
_____	] CLOSING—Often “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 an envelope before mailing your letter.

RETURN ADDRESS:		] ◀ STAMP
_____	] ◀ Your Name	
_____	] ◀ Street Address	
_____	] ◀ City, State, Zip Code	] DELIVERY ADDRESS:
_____		
_____		
_____		
		] ◀ Person’s Name
		] ◀ Street Address
		] ◀ City, State, Zip Code