

Writing To An Author

Today you're going to write a friendly letter to your favorite author and send it in the mail.

Step 1: On a clean sheet of paper, write a letter to your favorite author. Be sure your letter has a date, salutation, body, closing, and signature.

In the body of the letter, mention specific books you've read and tell why you enjoy them. Be sure everything is spelled correctly, neatly written, and makes sense. Since this will be read by an important person, you'll want to show off your best and neatest writing.



Step 2: Have someone proofread your letter. If there are mistakes, neatly erase them and make corrections. If there are many mistakes, you may want to rewrite a fresh copy.

Step 3: On another sheet of paper, draw a picture of your favorite scene from one of their books. Be sure you draw main characters from the book in your picture. Include lots of color and detail.

Step 4: Find the address of your author. Sometimes you can find the address written in one of the author's books. If not, an adult may be able to help you look up this information on the internet. Many authors have a special address for fan mail.

If you can't find the address, send it to the publisher. Most publishers will forward fan mail to the author.

Step 5: Address the envelope. Include the author's name and the full address. Also be sure you have your return address written on the envelope. If the address isn't written perfectly, it may not arrive.

Step 6: Place a stamp on the envelope and mail it.

Authors are very busy people, but they love getting fan mail from their readers.

Writing To An Author

Sample Letter:

September 4, 2012

← date

Dear Mr. Stine,

← salutation

I am a huge fan of your Mostly Ghostly books. Whenever I get to the end of a chapter, I can't put the book down. I always have to flip to the next page to find out what happens next. Each night I read a scary book about ghosts and monsters. I have read books by many different authors, but yours are my favorite. I can't wait until your next book comes out.

← body

Yours truly,

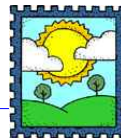
← closing

Billy Smith

← signature

Sample Envelope:

Billy Smith
361 Main Street
Applefield, PA 22060



← stamp

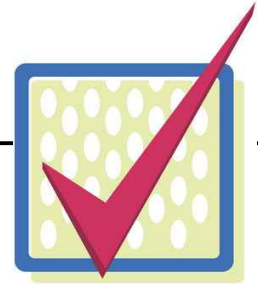
← return address (from)

R. L. Stine
c/o Scholastic Publishing
557 Broadway
New York City, New York 10012

← address (to)

Name: _____

Check your work!



Letter Checklist

- | | | | |
|-------|--|-------|---|
| _____ | Did I remember to indent? | _____ | Did I tell the author why he or she is my favorite? |
| _____ | Did I spell basic words correctly? | _____ | Is my handwriting neat? |
| _____ | Is there a punctuation mark at the end of each sentence? | _____ | Did I do my best? |
| _____ | Did I re-read everything to be sure it makes sense? | _____ | How many sentences did I write? |
| _____ | Did I mention the names of my favorite book(s)? | | |

Picture Checklist

- | | | | |
|-------|---|-------|---------------------------|
| _____ | Did I draw a scene from one of the author's books? | _____ | Are my pictures detailed? |
| _____ | Will the author be able to tell what I was drawing? | _____ | Did I color my picture? |
| _____ | Did I include characters from a book? | _____ | Did I do my best? |

Envelope Checklist

- | | | | |
|-------|---|-------|---|
| _____ | Did I write the author's address in the center? | _____ | Did I place commas after the city names? |
| _____ | Did I write my address in the upper-left? | _____ | Are all words and numbers copied correctly? |
| _____ | Did I add a stamp? | _____ | Did I do my best? |