

Friendly-Letter Organizer



_____ (Your school name)
 _____ (Your school address)

 _____ (Today's date)

Dear _____, (Person you are writing to)

Introduction: Tell who you are and why you are writing this letter.

Paragraph: Include the information that you would like to tell your reader.

Ending: Finish by thanking the person for reading your letter.

_____ **Closing,** (examples: Sincerely, Yours truly)
 _____ (Your name)

FROM: _____

Address _____

City, state, zip code _____



TO: _____

Address _____

City and state _____

Zip code _____