Friendly Letter Format

Address Line

xxxxxxxxxxx

xxxxxxxxxxx

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

Paragraph one:

* *How will your letter open? What will your introductory paragraph look like?*
* *What did this person do to make you so grateful? How did it make you feel?*

Paragraph two:

* *How will your letter close? What will your last paragraph look like?*
* *Why does what this person did for you mean so much? What impact has it had on your life?*

Sincerely,

Signature of the Letter Writer