

Name \_\_\_\_\_

Date \_\_\_\_\_

# Writing a Letter



**Directions:** answer the questions below.

Who are you writing the letter to? \_\_\_\_\_

What is their address? \_\_\_\_\_

Street Address

City

St

Zip

What is your address? \_\_\_\_\_

Street Address

City

St

Zip

Write a rough draft of the body of your letter here:

Introduction



Three horizontal lines for writing the introduction.

Body



Six horizontal lines for writing the body of the letter.

Closing



Two horizontal lines for writing the closing of the letter.

**Have someone proofread your letter.** Check for:

- Spelling
- Complete sentences
- Punctuation
- Finished thoughts or questions

**Write your letter:**

1. Get on-line and go to [www.readwritethink.org](http://www.readwritethink.org)
2. Hover on the green tab at the top titled "Classroom Resources"
3. Click on "Student Interactives"
4. Scroll down and click on the Writing & Publishing Prose section "see all" link
5. Select #6, Letter Generator (the link is the blue lettering "Letter Generator")
6. Click on the "Start" button and follow the directions (you may need to maximize the screen in order to see all of the commands)
7. Print out your finished letter and envelope