

**\*\*Letter Writing Guide for Kindergarten Learners\*\***

**\*\*1. Date:\*\***

- Write the date at the top right corner.
- Example: January 1, 2024

**\*\*2. Greeting:\*\***

- Start with "Dear" followed by the person's name.
- Example: Dear Mom,

**\*\*3. Body of the Letter:\*\***

- Write 1-3 short sentences about what you want to say.
- Example: I love you! I had a fun day at school. I learned about animals.

**\*\*4. Closing:\*\***

- End with a friendly goodbye.
- Example: Love,

**\*\*5. Signature:\*\***

- Write your name at the bottom.
- Example: Sarah

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**\*\*Example Letter Layout:\*\***

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January 1, 2024

Dear Mom,

I love you! I had a fun day at school. I learned about animals.

Love,

Sarah

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