

**\*\*Letter Writing Activity Template:\*\***

**\*\*Activity Title:\*\*** Friendly Letter to a Classmate

**\*\*Objective:\*\*** Students will learn the format of a friendly letter and practice writing one.

**\*\*Materials Needed:\*\***

- Blank stationery or lined paper
- Envelopes
- Markers or colored pencils

**\*\*Instructions:\*\***

1. **\*\*Introduction to Letter Components:\*\***

- Teach students about the parts of a friendly letter: Date, Greeting, Body, Closing, Signature.

2. **\*\*Brainstorming:\*\***

- Ask students to think about a fun day they had recently or something interesting they want to share with a classmate.

3. **\*\*Drafting the Letter:\*\***

- Have students write their letters using the format discussed.
- Encourage them to include at least three sentences in the body.

4. **\*\*Illustration:\*\***

- Allow students to decorate their letters with drawings or stickers that relate to their message.

5. **\*\*Sealing the Letter:\*\***

- Have students fold their letters, place them in envelopes, and seal them.

6. **\*\*Mailing:\*\***

- Set up a class mailbox where students can drop their letters for their classmates to "receive."

7. **\*\*Peer Reading:\*\***

- After letters are delivered, students can read their letters aloud to the class if they feel comfortable.

**\*\*Reflection:\*\***

- Discuss what they enjoyed about writing and receiving letters.