

****Template Example: TTY Correspondence****

****Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

Hi! I hope you are doing well. I wanted to write to you and share some of the fun things I've been doing lately.

[Insert a personal update - e.g., "I went to the park and saw a cool playground!"]

I also have a question for you: [Insert a question - e.g., "What is your favorite game to play at recess?"]

I can't wait to hear from you soon!

Best wishes,

[Your Name]

****Response Template****

[Friend's Name]

[Friend's Address]

[City, State, Zip Code]

[Date]

Hi [Your Name],

Thank you for your letter! I'm glad to hear that you had fun at the park.

[Insert a personal update - e.g., "I played soccer during recess and it was amazing!"]

To answer your question, my favorite game is [Insert answer - e.g., "tag! What about you?"]

Looking forward to your reply!

Sincerely,

[Friend's Name]
