

****Letter Writing Worksheet Template****

****Your Name:**** _____

****Date:**** _____

****Recipient's Name:**** _____

****Recipient's Address:**** _____

****Dear [Recipient's Name],****

[Opening greeting or a friendly sentence. e.g., "I hope you're having a great day!"]

****Paragraph 1:****

[Write about something that has happened recently, or share a fun story.]

****Paragraph 2:****

[Ask questions about the recipient's life or share what you are looking forward to.]

****Paragraph 3:****

[Conclude with a friendly closing statement.]

****Sincerely/Best wishes,****

[Your Name]

[Your Address (optional)]

[Your Contact Information (optional)]

****Checklist:****

- Did I write the date?
- Did I use the correct greeting?
- Did I include at least two paragraphs?
- Did I check my spelling and punctuation?
