

Name: \_\_\_\_\_ Date: \_\_\_\_\_

LETTER WRITING

*Created Gayle Barrow*

**FRIENDLY LETTER**

**PROMPT:** You have not seen your best friend or favorite family member since the lock down. Write a friendly letter expressing what you miss most about that person. Describe in detail what you would like to do with them when the lock down has officially been lifted.

**CHECK LIST**

Review the checklist to make sure that you considered all of the following below.

FORMAT

- \_\_\_ Heading
- \_\_\_ Greeting
- \_\_\_ Body
- \_\_\_ Conclusion
- \_\_\_ Signature

CONTENT

- \_\_\_ I used vivid details
- \_\_\_ My writing makes sense
- \_\_\_ I used figurate language
- \_\_\_ My sentences are in order
- \_\_\_ I used different sentence lengths

WRITING RULES

- \_\_\_ I capital letters where needed
- \_\_\_ I checked my spelling
- \_\_\_ I used different end marks.