

# A Friendly Letter

Write a letter to your best friend to tell them about a special day in your life.

*Use the planning sheet to help you order your ideas and use the checklist to make sure you included all the elements of a friendly letter.*

What day are you writing about?

## **Paragraph 1 (Introduction)**

How did the day start?

Who was there?

Where were you?

## **Paragraph 2**

What did you see?

What did you feel?

What special things happened?

## **Closing Paragraph**

Questions for your best friend:

Closing remark:

Date

Address Letter

Paragraph 1

Paragraph 2

Closing Paragraph

Greeting

Your Name

**Checklist**

Planning Completed

Date

Addressed to friend (Dear...)

Paragraph 1 (3 or more sentences)

Paragraph 2 (3 or more sentences)

Closing Paragraph (1-2 questions and a comment)

Greeting (Sincerely/Yours truly)

Your Name