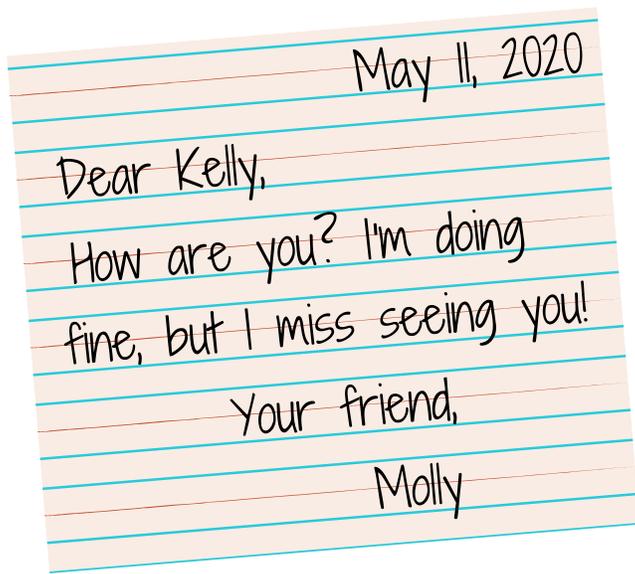


# Letter Writing

There was a time when writing a letter was the only way to communicate with someone you couldn't see in person. These days, we have computers and cellphones to help us stay connected virtually, but there's still something exciting about receiving a letter in the mail! Think about someone you haven't been able to see lately. Write them a letter telling them about what you've been up to, and letting them know how much you miss them!



## How do you write a letter?

- Start with the date in the top right corner, so whoever you are writing to knows when you wrote it.
- Open your letter with a greeting, followed by the recipient's name. "Dear" is the traditional way to open a letter, but you can get creative!
- Next comes the body of your letter, which is where you include everything you want to say. You can also encourage them to write back!
- Close your letter by letting them know who it is from. You can tell them you love them, miss them, or simply write "From." Don't forget to sign your name.

## What you will need:

- Blank or lined paper
- A pen, pencil, or other writing utensil
- An envelope
- A stamp

## How do you address an envelope?

When your letter is finished, fold it up, place it inside an envelope, and seal it. Use the back of the envelope to address your letter. Once it's addressed and has a stamp on it, place your letter in a mailbox. Soon, your letter will be on it's way.

- Make sure to put your name and address in the top left corner. In case your letter can't be delivered, the post office will know how to get it back to you.
- Double check to make sure you have the correct address for where you want to send your letter. The building number, street spelling, and zip code are all important.
- Don't forget the stamp! Place it in the top right corner of the envelope.

