

NAME \_\_\_\_\_

DATE \_\_\_\_\_

# Friendly-Letter Organizer



\_\_\_\_\_ (Your school name)  
\_\_\_\_\_ (Your school address)  
\_\_\_\_\_  
\_\_\_\_\_ (Today's date)

**Dear** \_\_\_\_\_, (Person you are writing to)

**Introduction:** Tell who you are and why you are writing this letter.

\_\_\_\_\_  
\_\_\_\_\_

**Paragraph:** Include the information that you would like to tell your reader.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ending:** Finish by thanking the person for reading your letter.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Closing,** (examples: Sincerely, Yours truly)  
\_\_\_\_\_ (Your name)

**FROM:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, state, zip code** \_\_\_\_\_



**TO:** \_\_\_\_\_

**Address** \_\_\_\_\_

**City and state** \_\_\_\_\_

**Zip code** \_\_\_\_\_