

## **TASK:** Letter Writing

**INTENT:** Practice writing friendly letters to communicate with people and brighten their day!

## **CRITERIA:**

- date
- greeting (Dear, To, Hello)
- body (share information about yourself, ask questions to the person you are writing to)
- closing (From, Your Friend, Love)
- signature (your name)
- write so people can read it
- capitals and punctuation

Example of how to address an envelope:



