



**IT'S**

**IN**

**THE**

**MAIL**

# **How To Write & Mail A Letter**

## **You will need:**

- a piece of paper or more for writing the letter**
  - an envelope to hold the letter**
- the address of the person receiving the letter**
- the address of the person sending the letter**
  - a pencil or pen to help write the words**
  - some colors if you're drawing a picture**
- a postage stamp for the envelope so the letter will get to the place you want the letter to go**

# **How To Write & Mail A Letter**

**First, you need to:**

- think about why you are writing the letter**
- check out the Letter Form because you want your letter to look like a letter not a report**
- choose a Greeting & Closing from the different phrases on the Greetings & Closings lists**
- make a Sloppy Copy of the letter so you can edit it for Spelling, Punctuation, Capitalization & Letter form**
- re-read your letter out loud so you can make sure you are saying what you want to say**
  - write your Final Copy as neatly as you can**
    - make a few doodles & drawings**

# Letter Form

**Greeting: Who**

Dear Aunt Dora,

July 21, 2019

**Heading: Date**

I hope this letter finds you doing well and enjoying the lake.

Thank you so much for the cookies and new clothes you sent me. I am wearing the shorts and dolphin t-shirt you sent as I write this note. You know how much I love your oatmeal raisin cookies! They are so yummy!!!

I look forward to seeing you when you come back home from your lake vacation.

Love,  
Simka

**Closing: Last Phrase**

**Signature: Your Name**

**Body: What you want to say in the letter to the person receiving your written note**

# Greeting & Closing Phrases

## Greetings

- . Hi
- . Hello
- . Greetings
- . Dear
- . Dearest
- . Hey There
- . Good Morning
- . Good Afternoon
- . Good Day
- . Happy Birthday

## Closings

- . Sincerely,
- . Yours Truly,
- . Your Friend,
  - . Love,
- . Lots of Love,
- . Missing You,
- . Take Care,
- . Best Wishes,
  - . Toodles,
- . Later Alligator,
  - . XOXO
- . (Holiday Wishes)

# How To Write & Mail A Letter

**Next, you need to:**

- **get an envelope for your letter to be put in**
- **write your address on the upper left corner of the envelope**
- **or you can write your address on the back flap of the envelope**
- **write the person's name & address on the front center of the envelope you are using to send the letter**
- **fold your letter neatly to fit inside the addressed envelope**

**Name of Sender  
Sender's Street Address  
Sender's City, State &  
Zip Code**

**Simka Blevins  
16 Sun Circle  
Roswell, Georgia 30065**

**Ms. Dora Blevins  
1448 Lakewood Pines  
Lake Erie, Michigan  
48133**

**Name of Receiver  
Receiver's Street Address  
Receiver's City, State &  
Zip Code**

# How To Write & Mail A Letter

**Finally, you need to:**

- **make sure the envelope flap folds over the pages easily**
  - **lick the envelope flap & seal the envelope closed**
- **put a sticker on the point of the envelope flap, if you want**
- **place a postage stamp on the upper right-hand corner**



**Your letter is ready to be mailed at the Post Office!**