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:

1. think about why you are writing the letter
2. check out the Letter Form because you want your letter to look like a letter not a report
3. choose a Greeting & Closing from the different phrases on the Greetings & Closings lists
4. make a Sloppy Copy of the letter so you can edit it for Spelling, Punctuation, Capitalization & Letter form
5. re-read your letter out loud so you can make sure you are saying what you want to say
6. write your Final Copy as neatly as you can
7. make a few doodles & drawings
July 21, 2019

Dear Aunt Dora,

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
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
Simka Blevins
16 Sun Circle
Roswell, Georgia 30065

Name of Receiver
Ms. Dora Blevins
1448 Lakewood Pines
Lake Erie, Michigan 48133
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

Simka Blevins
16 Sun Circle
Roswell, Georgia 30065

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

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