

FRIENDLY LETTER TO THE AUTHOR

Directions: You will write a friendly letter to the author of the novel. You need to use correct format for friendly letters (see model and grading rubric for guidelines).

MODEL LETTER:

<p style="text-align: right;">(Heading) Your Street Address City, State Zip Code Month XX, Year</p> <p>Dear NAME, (Salutation – friendly letters use a comma [,] instead of the colon [:] used in business letters)</p> <p>Introductory Paragraph (3-5 sentences): Use this paragraph to introduce yourself, the book you read, and explain your purpose for writing. Friendly letters are a form of casual correspondence, so the number of paragraphs and sentences per paragraph can vary greatly. You may choose to use block format (where everything is aligned along the left-hand side; block format is often used for business letters) if you prefer. As shown in this Friendly Letter Sample, no Inside Address (the recipient’s address; placed just above the greeting in business letters) is needed. Many friendly letters even omit the sender’s address and just use the date as a heading.</p> <p>First Body Paragraph (4-6 sentences): Use this paragraph to discuss your favorite part(s) of the book and why you liked it. Give specific examples! Notice the lack of spacing between paragraphs and the use of indentation to indicate the beginning of a new paragraph. This is a more traditional letter format. Also note the indentation of the heading information (your address area) and how it aligns with the closing information below.</p> <p>OPTIONAL Second Body Paragraph (3-5 sentences): Either discuss one thing you would have done differently and why, OR, tell about something in the story that directly relates to your own life and explain the connection. This paragraph is EXTRA CREDIT. If you choose not to do this paragraph, you will have only four total paragraphs in your letter.</p> <p>Third Body Paragraph (3-5 sentences): Give your overall reaction to the book. Did you like it? Why or why not? What impact did it have on you? Who do you think would like the book or should read the book? Has reading the book changed you in any way? These questions are all examples of ways you could explain your reaction to the book.</p> <p>Closing Paragraph (1-3 sentences): Thank the author for his/her time and show your appreciation for their having read your letter. Keep in mind that popular authors may get hundreds or even thousands of letters each week, so if they actually read your letter, that is a pretty big deal!</p> <p style="text-align: right;">Sincerely, (Closing – Yours Truly, etc.)</p> <p style="text-align: right;"><i>Handwritten Signature</i> Typed Signature (Not always required)</p>

****On the back, you will find a scoring rubric that will be used to check your final draft.**

*****Writing the optional second body paragraph will be worth up to 5 points extra credit.**

******If you get a personal response from the author, you will receive 15 points extra credit! I will send your letters to the contact listed on Khaled Hosseini’s his website at www.khaledhosseini.com. The more compelling the letter, the more likely you will get a response!**