

6th Grade

Writing a letter:

The opening paragraph contains a reference to your reader by writing:
Name
Address
City
State
Zip
Name, address and phone number of the sender of the letter.

Write address of the sender of the letter.

Dundee, September 6th 2009

When writing the address of the receiver use the following format: Name, address, city, state, zip, phone number of the receiver of the letter.

Dear Son,

In your letter dated August 12th, 2009, you asked me to check my books and see if I have your book "The Catcher in the Rye".

I am sorry, but I did not find the book in my house. I remember that I read this book a few years ago but I think I took it from the library.

"The Catcher in the Rye" is a great book and I enjoyed it a lot.

I hope you find your book.

Best wishes,

The title of the letter includes an introductory sentence that tells the reader the purpose of the letter. The body of the letter contains the main message of the letter.

David

Remember:
- Always use a pen.
- Always use a ruler.
- Write in ink.

The closing of a letter includes the name of the sender, the date and the place where the letter was written.