

PLANNING A LETTER

Write a letter to a friend or family member about a recent event or experience. Use the planning sheet to help you organize your thoughts and write a clear, interesting letter.

1. Choose a topic. Think about a recent event or experience that you would like to write about. It could be something that happened at school, a family gathering, or a special occasion.

2. Write a topic sentence. This is the first sentence of your letter and should tell the reader what the letter is about.

3. Write the body of the letter. This is the main part of the letter where you tell the story or describe the event. Use the planning sheet to help you organize your thoughts and write a clear, interesting letter.

4. Write a closing sentence. This is the last sentence of your letter and should tell the reader how you feel about the event or experience.

5. Write the letter. Use the planning sheet to help you write a clear, interesting letter. Remember to use the topic sentence, body, and closing sentence.

