NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Your Friendly Letter

On the back of this sheet of paper, please write a letter in which you introduce yourself to me. It you run out of room, please continue on a lined sheet of paper. Follow the steps below:

Heading: Only write the **date** for your heading.

Greeting: Remember to end your greeting with a **comma**.

Introductory paragraph: The first paragraph should explain your purpose for writing. It should be **3-4** sentences in length.

Body: Please write **2** paragraphs of **3-4** sentences each. Make sure that each paragraph is focused on a specific topic. What do you want me to know about you?

Complimentary Close: This should appear on one separate line at the end. Again, use a comma at the end.

Signature: Use your best cursive!

Remember, this is your chance to show me your writing and also to tell me about yourself. Please give your best work! I am excited to read your writing!

\_\_\_\_ out of 2pts. Heading

\_\_\_\_ out of 2pts. Greeting

\_\_\_\_ out of 2pts. Introductory Paragraph

\_\_\_\_ out of 4pts. Body Paragraphs (2)

\_\_\_\_ out of 2pts. Complimentary Close

\_\_\_\_ out of 2pts. Signature

Total: \_\_\_\_ out of 15pts.