

Name: _____

Pen Pal letter Information

Pen Pal Name _____

Paragraph A: tell her about yourself (name, **(No last names)** age, birthday, family, pets, hobbies, friends, favorites, and anything else you would like to add. **(Do not include any personal information.)**

Paragraph B: Questions you have for your pen pal. (Make sure you use **QUESTION MARKS** at the end of each question.)

Paragraph C: Talk about things going on in your life away from school. (holidays or any special event(s) coming up)

This is a ROUGH DRAFT. write on looseleaf paper. SKIP lines. Look at the example below. This is what your letter should look like, except you are skipping lines and you are following the format above.

The diagram shows a friendly letter format with the following components and labels:

- Heading:** A green box pointing to the address and date. The example text is: "534 Lake Lane, Greenville, SC 29601, October 28, 2003". The word "Date" is circled in red.
- Greeting:** A green box pointing to "Dear Aunt Rita". The words "Pen Pal Name" are written in red below the greeting.
- Body:** A green box pointing to the main text of the letter. The example text includes: "I had a wonderful time visiting you this summer. Swimming in your pool was a lot of fun. I liked your slide and playing Marco Polo with my cousins.", "Thank you for taking me to the museum too. That was so thoughtful. I learned so much about the Revolutionary War. I wonder if I would be a Patriot or Loyalist?", and "I will never forget my visit with you. I hope to come back next summer! Will you be able to come see us soon? I miss you!".
- Closing:** A green box pointing to "Love,".
- Signature:** A green box pointing to "Joanie". The words "First Name" are written in red below the signature.

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