

# LETTER TO TEACHER

Your assignment is to write a **three-paragraph** letter on Google Docs. Tell me about yourself, where you come from, what you are about, and what matters to you in life. Please include anything you would like me to know about your current living situation so that I can best support you. You may write more than three paragraphs if you are feeling inspired!

## Writing Guidelines:

- ☐ Use friendly letter format—you are not writing an essay
- ☐ Letter is signed with first and last name
- ☐ Letter has **at least three separate paragraphs**, using complete sentence format
- ☐ Use your best spelling, punctuation, and grammar
- ☐ Use professional academic language

## Suggested Letter Structure:

Dear Ms. Lee,

### ❖ Paragraph #1: Who are you?

*Tell your teacher about who you are. Include basic information about yourself, your interests, and your goals and aspirations in life.*

- Sentence Starters: My name is... / I am currently in the... / I really enjoy... / I am really interested in... / I hope to....

### ❖ Paragraph #2: What should school look like?

*Although this situation is less than ideal, what do you hope school will provide you with this year? What do you want to learn about in this class? How do you want to feel during each class together? What do you need from your teacher? From your peers? Tell your teacher something about yourself that is going to help them support you throughout the year. What type of learner are you? What would you like your teacher to do so you can be successful this year?*

- Sentence Starters: I want school to feel like... / I want to learn about... / I learn best when... / I need the teacher to... / I like to interact with my peers by...

### ❖ Paragraph #3: What is most important to you right now?

*Tell your teacher what is your greatest concern right now. What is most important to you? Who is most important to you? How does this make you feel? What do you hope will happen?*

- Sentence Starters: The most important thing for me is... / This makes me feel... / I hope that...

Sincerely,  
Your Name

\*You do not have to answer all of the questions above. You may address other topics on your mind.

\*Need more inspiration? See the [letter](#) I wrote to you!