

## Letter to a friend or relative plan

The person you are writing to address



Your address

Date

Dear \_\_\_\_\_

Introduction – explain why you are writing.

Paragraph 2 – share some of the things you have been doing.

Paragraph 3 – think about what you miss about the person you are writing to and tell them. Share the things you like about them and remind them of a special time you spent together.

Conclusion – maybe you could include one last special message. Tell them to take care and keep in touch. Maybe suggest you would love to hear back from them!

Love from  
\_\_\_\_\_



Write your letter and post it!

