

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!

