

Name: _____ Date: _____

Planning to Write a Formal Letter

Letter



Name:

Address:

City:

Province:

Postal Code:



Write your name and address of your school



Write the date.



Write a salutation and the name of the person you are writing to.

Why you are writing this letter?

What is the information or message you want to communicate?

Should you re-explain your message or ask for a reply?



Write a Closing.



Sign your name.



Write your name.