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<http://www.primarythemepark.com/2014/02/write-friendly-letter-freebie/>

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If you have any questions, please email me at primarythemepark@gmail.com.

Thanks, again!

Stephanie Trapp

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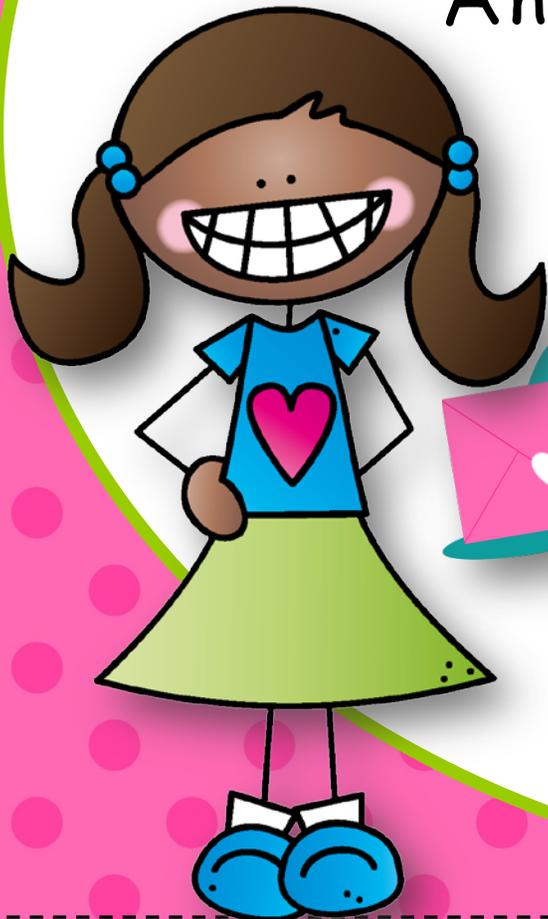


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Writing a friendly letter

An Independent Activity for
Writing Centers

By Stephanie Trapp
www.primarythemepark.com





How to Write a Friendly Letter



Directions: Choose a Valentine's Day writing paper and follow the directions below to write a letter to a friend.

1. **Date-** Starting in the upper right corner of your paper, write today's date.
2. **Greeting-** Next, move down and over to the left hand side of your paper to write the greeting. The greeting usually starts with the word "Dear" followed by the person's name who you are writing to and then a comma.
3. **Body-** Now you are ready to write the body of your letter. This is where you will write your message to the person who will receive your letter. Remember to capitalize the first letter of each sentence and end the sentence with the correct punctuation mark.
4. **Closing-** At the bottom right corner of your paper, write the closing. The closing might say "Sincerely" or "Your friend". It is followed by a comma.
5. **Signature-** Under the closing, write your name.

Friendly Letter Ideas

1.

Tell your friend something you like about them or why they are a good friend.

2.

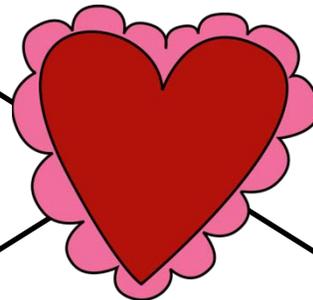
Share with your friend some things you like to do for fun.

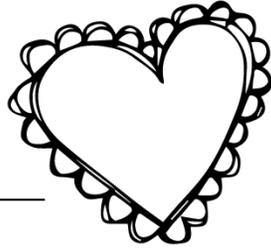
3.

Tell your friend about a book or movie you like and why they might like it, too.

4.

Ask your friend a few questions to get to know them better. Examples: Do you have any pets? What is your favorite book?

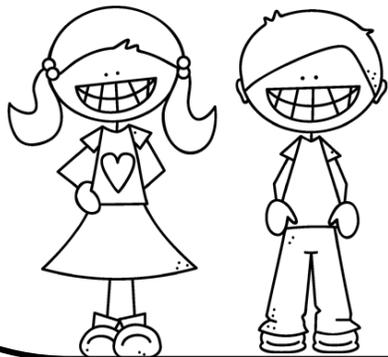




date

greeting

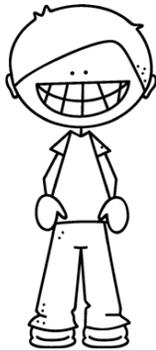
body



closing

signature





How to Make an Envelope

Directions:

1. Cut the template out along the dotted lines.

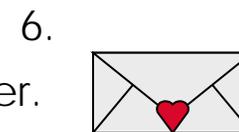
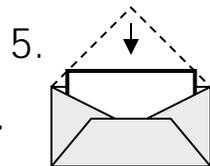
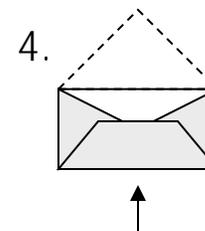
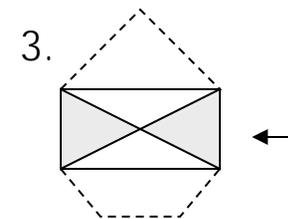
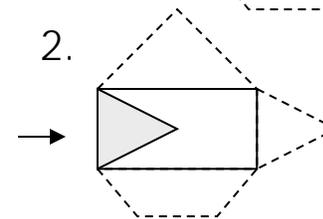
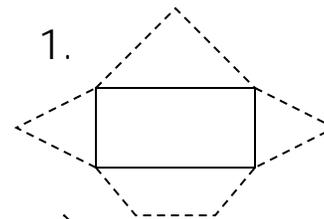
2. Fold the triangle on the left side into the center.

3. Fold the triangle on the right side into the center.

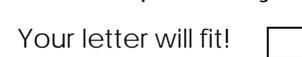
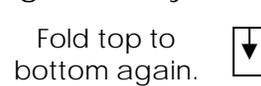
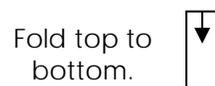
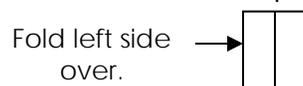
4. Fold the bottom up and tape or glue it into place.

5. Insert your letter*.

6. Fold the top triangle down and secure it with a sticker.



* To fold your letter to fit, first fold it in half length-wise. Then fold it in half by folding the top down to the bottom. Fold the top down to the bottom again and your letter will fit perfectly!



Envelope Template

finished envelope measures $3\frac{1}{4} \times 5\frac{3}{8}$

