Writing a Letter

Letter format/rules:

1. Opening { Dear teacher/boss – (write out last name: “Dear Mr. or Mrs.\_\_\_\_\_\_\_\_\_\_\_”

2. Body

* Explanation
* Reason for the letter
* Request (for help/instructions while gone)

3. Closing,

4. Signature

(your name)

Example:

Dear Mr./Mrs. (teacher’s name),

My name is Maria Sanders and my child Johnny Sanders. He is in your 2nd grad class. We are new to this school and I am looking forward to meeting you.

Unfortunately, he is sick with a cold and can’t come to the first week of school. The doctor said he must stay home and rest. This also means that I can’t go to the new parent-teacher meeting.

Please let me know if there is anything I need to know about being a new parent to this school. Also, may I request his homework for the next week so that I can help him with it? We can also schedule a meeting in person. Then we can get to know each other and go over details about the homework.

I look forward to hearing from you.

Thank you,

Maria Sanders

Write your own letter below with your group/partner

Include all 4 parts (see above)

1. Opening

2. Body

3. Closing

4. signature