

Use this guide for writing a proper letter:

1. Date  
10 September 2018
2. Sender name  
Taylor Swift
3. Sender address  
111 Glitter Lane  
Los Angeles, CA 90001
4. Recipient name  
Kyree Irving
5. Recipient address  
189 Treesdale Lane  
Gibsonia, PA 16066
6. Salutation  
Dear Kyree,
7. Body of letter  
(Here is where Taylor Swift will spill all of her advice to Kyree Irving about all the “ins and outs” about being a freshman at North Catholic. This portion should be at least one long paragraph, or even two paragraphs, depending upon the amount of advice you want to give him or her.)
8. Conclusion
9. Signature  
Taylor Swift