Letter Writing Format

1. Date
2. Sender Address
3. Recipient Address
4. Greeting
5. Body
6. Salutation
7. Signature

Example:

17 September 2019

Emily Skirtich

1617 Route 228

Cranberry Twp., PA 16066

Bill Deal

1190 Bulldog Drive

New Sewickley, PA 19837

Dear Mr. Deal,

I hope that you are having a great start of the school year and enjoying the weather! It’s been so beautiful outside and I hope that you and your family are soaking up the last of the summer sun.

I wanted to send you a letter to thank you for a great start to the school year. You have made me feel very welcome here at Freedom and I appreciate all that you have done to help me get acclimated to this new school environment.

Thanks again and have a great week,

Emily Skirtich

