Write your name and

address of your school

Planning to Write a

Letter



Formal Letter

Name:

Address:

City:

Province:

Postal Code:

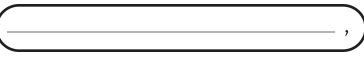
Write the date.

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.





Write your name.