

FORMAT

Date (Month spelled out, number of day, 2015)

Example: **August 26, 2015**

(skip 2-3 lines)

Salutation/Greeting (**Dear** [to whom your letter is addressed, capitalized] followed with a comma),

Example: **Dear Mom and Dad,**

Example: **Dear Whoever bought my planner,**

(skip a line)

Indent here (5 spaces or tab 0.5 inches). Double-space body of paragraph. Write in paragraph form, not separate lines.

(skip a line)

Closing (capitalize first letter, follow with comma),

Example: **Love, From, Sincerely,** etc.

(Skip several lines to sign name)

[Type full name for teacher]

August 26, 2015

Dear Grandma,

Thank you so much for the sweater. I love the look of it. Purple is my favorite color. It is really warm. People think the desert can't get cold but it can, especially at night. It makes me feel good to wear it. I always get lots of compliments. It is much appreciated!

Love,

Suzy Student

August 26, 2015

Dear Grandma,

Thank you so much for the sweater.

I love the look of it. Purple is my favorite color. It is really warm. People think the desert can't get cold but it can, especially at night. It makes me feel good to wear it. I always get lots of compliments.

It is much appreciated!

Love,

Suzy Student