

Directions for Letter Writing

On Mondays, I will sometimes give your child a letter that he or she will have to respond to in a letter to me. The letter back to me will always be due on the following Monday.

In each letter, I will have about two bolded questions. Those are the parts of my letter that your child **must** respond to. They are more than welcome to write other ideas as well, but I will be specifically looking for responses to my bolded questions.

There are five parts of a letter. We have talked about them as a class a few times. In case your child forgets what to include in his or her letter, the parts of a letter are:

- Date
- Greeting (*Dear Mrs. Prue*)
- Body (*responses to my questions*)
- Closure (*From, Sincerely, Love*)
- Signature

I can't wait to read your child's letters to me!