

English 9
Ms. Toth
Letter template

First and last name of who wrote the letter
Address of who wrote the letter
Date

First and last name of who letter is to
Address of who the letter is to
Address con't (city, province, postal code)

Dear Name,

This is the introductory paragraph. Here you should include some introductory remarks, give the person an idea of why you are contacting them. This should generally be 2-3 sentences.

In the body of the letter, this is where you provide the examples and the main part of what you want to say to the person. This should be about 5-6 sentences.

In the conclusion of the letter you generally leave the reader off with some parting remarks and when you will see/speak with them next. This is generally 1-2 sentences.

Sincerely,

The name of who wrote the letter.