Dear __________,

_________________________________

Sincerely,

_______________________________

(At the top of the letter. Includes date and address).

(Like saying hi. Tells to whom you are writing the letter).

(This is where you write your message or the story you want to tell).

(A statement like "your friend" or "sincerely" then comma).

(Write your name under the closing, it tells the reader who it's from).