

Proper Correspondence

How to write a note

Print and Cut out this example letter. Glue this inside your stationary folder, and use as a guide when composing your short notes.

Inside of the Letter

Use the proper title to address the person to whom you are writing your note.



My Dear friend Tommy,

Put the written date in the upper right hand corner



February 14, 2008

Thank you so much for attending my birthday party. I was happy to see you there, and to have the chance to spend some more time with you. I do thank you for the wonderful gifts you brought, that was so very thoughtful of you.

Sincerely,



Christopher st. John

Finish your letter with a proper ending, using your full name.