Writing a Letter

Date

Greeting ( Dear \_\_\_\_\_\_\_, Yo \_\_\_\_\_\_\_\_\_\_, etc.)

Beginning / Introduction – Why you are writing.

Introduce yourself and purpose, give context.

Middle / Body – What you have to say,

Break the ideas into paragraphs.

End / Conclusion – What’s next?

Final thoughts, questions.

Salutation (Sincerely, See you soon, etc. )

Signature

* Need a space between paragraphs, but do not need to indent.
* The space at the top between the date and greeting should be equal to the space between the salutation and signature.
* Each different idea in the middle / body of the letter should be in a new paragraph, with related information in the same paragraph.