

# Friendly Letter Organizer

Date:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month                      date                      year

Greeting: \_\_\_\_\_,

Body:

Purpose (1) \_\_\_\_\_

\_\_\_\_\_

Ideas (3)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Feeling or final idea (1)

\_\_\_\_\_

\_\_\_\_\_

Closing: \_\_\_\_\_

Signature: \_\_\_\_\_

