

★ SHOW SOMEONE YOU CARE ★

HEADING
Include the address and date.

Your address

Date

GREETING
Include “Dear,” the person’s name, and a comma.

Dear (Name),

BODY
Write the main part of your message. (The body of the letter can be as long or as short as you want it to be!)

Have you ever received a letter or a card in the mail? There’s something special about getting a handwritten letter that was written just for you.

It’s great to send greeting cards for birthdays and holidays, but you don’t have to wait for a special occasion to send a letter. You can send a card or a letter anytime, for any reason you want! Maybe you’d like to congratulate someone, share a joke with a friend, or just let people know you are thinking about them.

Who are the special people in your life? Send them a message to let them know you care!

CLOSING
Add a word or phrase such as “Sincerely” or “Love” to show your letter is ending, then add a comma.

All the best,

SIGNATURE
Sign your name under the closing.

Your name

P.S. If you forget to write something in the body of your letter, you can add it in a postscript! (“Postscript” actually means “written after.”)

MAILING
Address, stamp, and seal your envelope, then put it in the mailbox. Without the correct address or a stamp, your letter won’t get to its destination.

Jane Doe
123 Center Drive
Any Town, ST 67890

Grandma Doe
456 Main Street
Any Town, ST 12345

SO MANY REASONS TO SHOW YOU CARE

JUST FOR FUN
“This funny card from my friend made me smile all day!”

TAKE A STAND
“As the mayor, I love to receive letters about issues that people care about.”

SAY THANK YOU
“It means so much to me to know that people appreciate what I do!”

SAY GREAT JOB!
“This letter from my grandson made me feel proud of his accomplishments!”

GIVE SUPPORT
“It means a lot that my friends sent a card to show they are thinking of me during this tough time.”

CONNECT FAMILY
“I miss my cousins, but the family newsletter they sent helped me feel closer to them.”