***Name\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:***

***letter planning sheet***

***How will you end your letter?***

­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Paragraph 3:***

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***Paragraph 2:***

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***Paragraph 1:***

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***How will you open your letter?***

­Dear Kathleen,

***Date:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_