

Template for a friendly letter

106 Bartlett
San Francisco, CA 94110
November 22, 2002

Dear Esperanza,

Paragraph One: Greet Esperanza and introduce yourself. Tell her how you learned about her.

Paragraph Two: Give Esperanza three pieces of advice on how she can become a smart cookie.

Paragraph Three: Say good-bye to Esperanza and ask her to respond your letter.

_____, (Write a closing statement)

(Your signature or name)

