**Letter Planner**

|  |  |
| --- | --- |
| 1st paragraph  Tell about yourself  First name, grade, about your family, extra curriculars |  |
| 2nd paragraph  Tell more detail about something important to you, or tell some school news |  |
| 3rd paragraph  Ask about pen pal. Ask about their family and let them know what you would like to find out. |  |
| 4th paragraph  Wind up your letter. Tell pal you would like to hear from them. Close the letter |  |