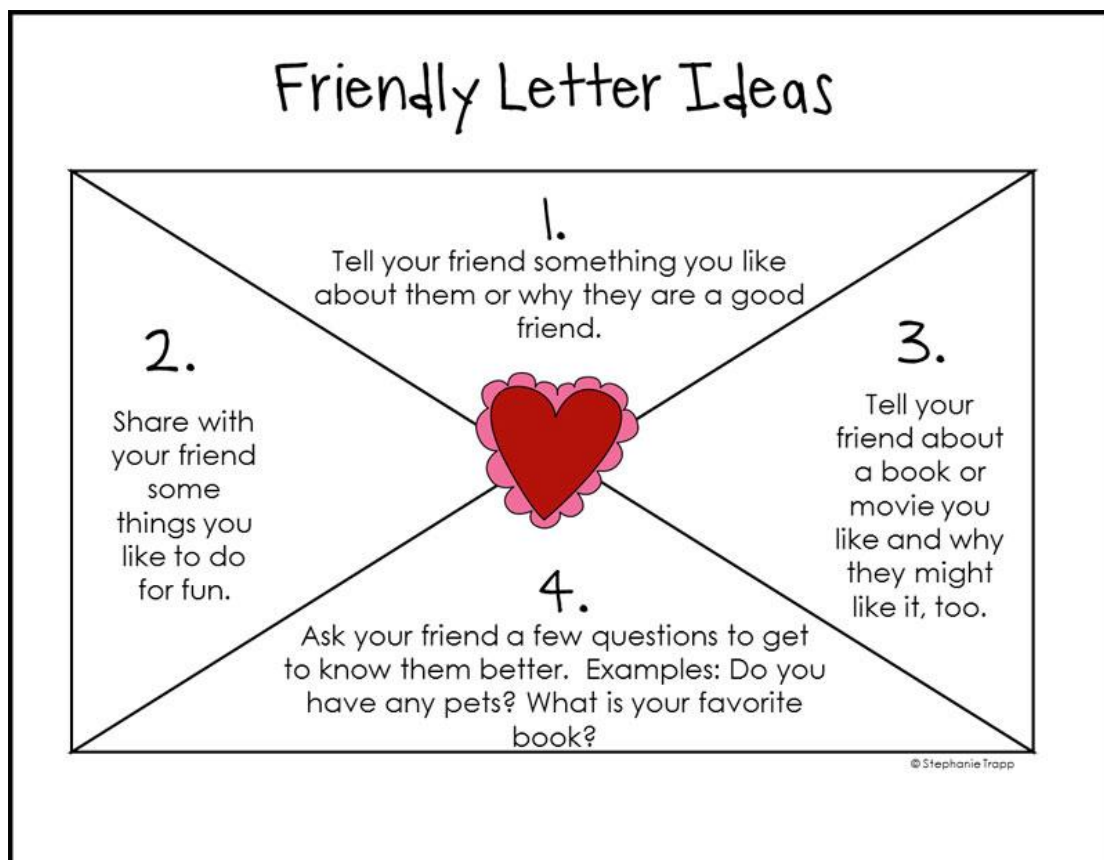


Letter template

1. **Date** – Starting in the upper right corner of your paper, write today's date.
2. **Greeting** – Next, move down and over to the left-hand side of your paper to write the greeting. The greeting usually starts with the word “Dear” followed by the person's name who you are writing to and a comma.
3. **Body** – Now you are ready to write the body of your letter. This is where you will write your message to the person who will receive your letter.
4. **Closing** – At the bottom right corner of your paper, write the closing. The closing might say “Your Friend”. It is followed by a comma.
5. **Signature** – Under the closing, write your name.

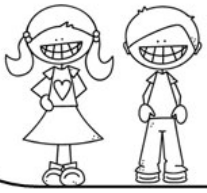



_____ date

greeting _____

body _____

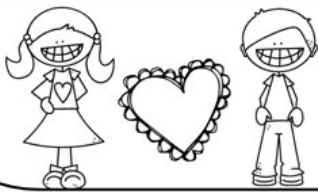


_____ closing _____
_____ signature _____



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_____ date

_____ closing _____
_____ signature _____



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How to Make an Envelope

Directions:

1. Cut the template out along the dotted lines.

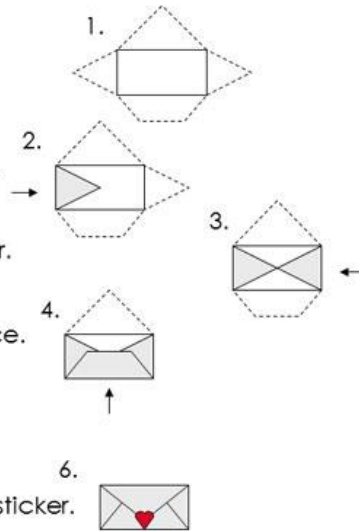
2. Fold the triangle on the left side into the center.

3. Fold the triangle on the right side into the center.

4. Fold the bottom up and tape or glue it into place.

5. Insert your letter*.

6. Fold the top triangle down and secure it with a sticker.



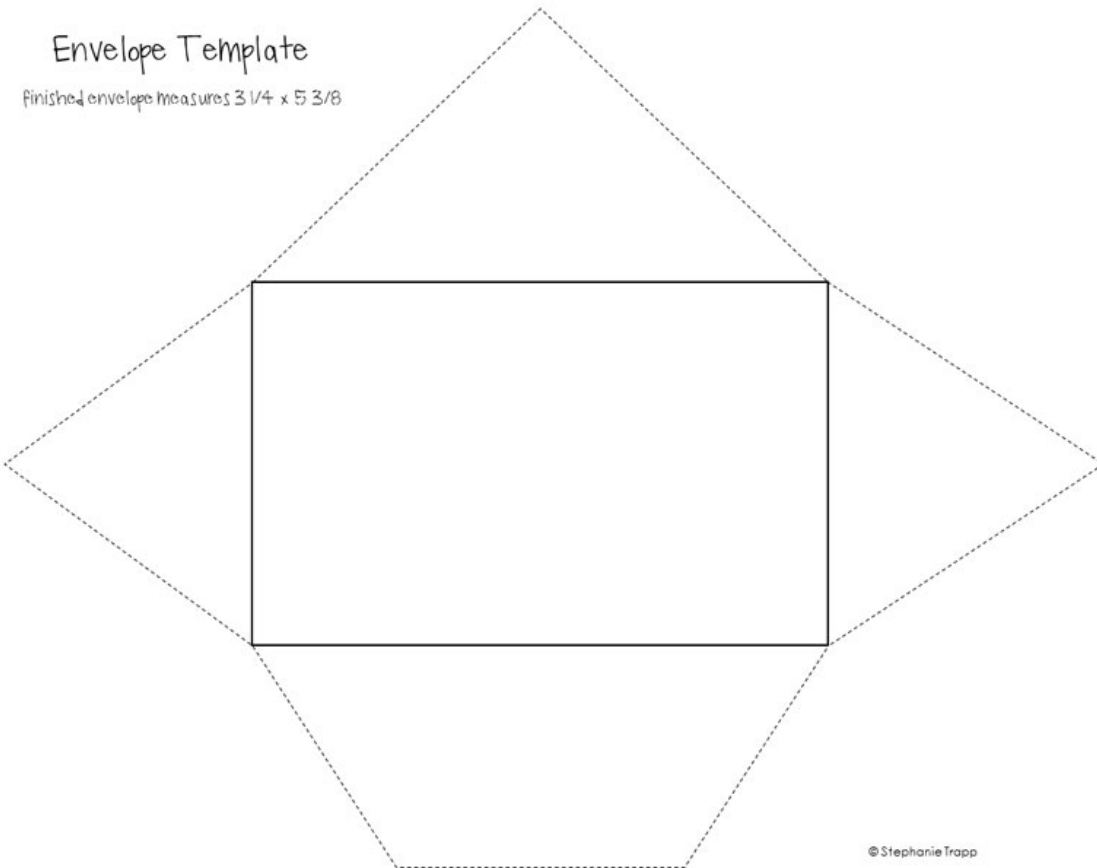
* To fold your letter to fit, first fold it in half length-wise. Then fold it in half by folding the top down to the bottom. Fold the top down to the bottom again and your letter will fit perfectly!



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Envelope Template

finished envelope measures $3\frac{1}{4} \times 5\frac{3}{8}$



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