

Parents and Guardians,

Many children love to get a letter in the mail. It's exciting to have something that is meant just for them. Writing a letter can be just as much fun – especially if someone answers. In addition, writing a letter to others can help children develop organizational and writing skills. It can also teach about addressing envelopes, postage, and geography. Postcards can be a good place to start working on letter writing skills because they have a shorter space to fill. Plus, your child might enjoy picking out a postcard with colorful and exciting pictures.

With technology now, there is regular postal mail and there is online mail including e-mail and e-cards. There is some difference in etiquette for online vs. regular postal mail.

Below is a basic outline for a traditional friendly or personal letter that could be delivered through regular mail. Children can write to a relative, a teacher, a friend, or even to themselves.

Help your child follow this format in his or her letter:

Heading – The heading often includes the date the letter is written and a greeting such as “Dear Grandma.”

Body – The body of a letter contains the main text in sentences or paragraphs.

Closing – The closing often includes a complimentary close such as “sincerely” or “love” followed by a comma and then the writer’s name.

After your child finishes writing the letter, you can help him address the envelope or postcard. Talk about where the letter is going. Is it going to a different state or city? A trip to the post office to pick out a special stamp might be the perfect way to top off this fun activity.

Helping your child develop writing skills now may help her on writing assignments for school both now and in the future. Plus, letters can be a fun way to share a story or idea with family and friends.

