Planning Your Letter to the President

Date
What is today’s date?

Greetings
How will you begin your letter? (Hint: Dear...)

Introduction
What can you tell the president about who you are? (Hint: name, age, hometown, etc.)

Reason for Writing
Why are you writing to the president? What do you want to tell the president? What would you like the president to do?

Thanks
What can you say to show that you appreciate the president’s work?

Closing
How will you end your letter? (Hint: Sincerely, ...)