

Planning Your Letter to the President

Date

What is today's date?

Greeting

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, ...)