***Example Letter***

1234 South James Court

Marshall, MO 65340

January 6, 2012

Dear Mom and Dad,

I really enjoyed my time in St. Louis over the winter break, and I wanted to thank you for making my experience so memorable. First, I especially liked watching *Grey Gardens* on the big screen television. It’s such an entertaining movie, but it was even funnier seeing your reactions to the scenes. Even more, I hope that we can watch more movies when I come home for spring break later this year. Secondly, I wanted to thank you for my new tea kettle. The fact that it is bright red is my favorite part. It matches my microwave perfectly and really completes the room. The best part of spending time at home with you was eating your delicious meatloaf. I would be incredulous that any better meal has ever been made. Will you make it for me when I come home in the spring? Again, I was truly rejuvenated by my time spent home with you and hope you were, too.

Sincerely,

Laura

**Write Your Own “Thank You” Letter**

**Directions**

**Step One:** Write a letter to a parent, family member, friend or guest speaker for how they have improved your quality of life.

* Follow correct letter format (example on reverse side)
  1. Your address followed by the date in the top right hand corner.
  2. The salutation or greeting left align and followed by a comma (ie: Dear Bob, )
  3. 11 sentences in the body of the letter following 11 sentence paragraph format.
  4. The closing following the body and in the right hand corner followed by a comma and your name. ( Sincerely, Joe : Yours, Anne : Always, Jamie : etc.)
* Use correct spelling, punctuation, grammar, etc.
* Complete sentences. *(avoid run-ons and fragments)*
* Use at least two words of the day.

**Step Two:** Address the envelope and seal the letter inside.

* In the top left hand corner: Your home address.
* Centered: The address of the recipient. (who you are sending it to)

*Example*

Laura Gross

1234 South James Court

Marshall, MO 65340

Dan and Karen Gross

5555 Jackson Street

St. Louis, MO 63119