Writing a Letter to an Author

Step 1: Writing your letter

Find a clean sheet of paper, then write a letter to your favorite author! Make sure to include a date, greeting, body, closing, and signature. Tell the author how much you like his or her books. Authors are busy people, but love getting mail from kids like you!

Step 2: Mailing your letter

Have an adult help you find the author's address. You can look on the inside of the book or on the internet. If you can't find the address, send it to the publisher. Publishers will usually forward the letter to the author.

Next, address the envelope. Put your name and address in the upper left corner, and the author's name and address in the center. Don't forget the stamp! Stamps go in the upper right corner.

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November 3, 2014

Dear J.K. Rowling,

I am a huge fan and have enjoyed reading the Harry Potter books. I always read the books before bed, and can never seem to put them down. I can't wait until your next book comes out!

Yours truly,

Johnny Smith

Johnny Smith
123 East Ave.
Minneapolis, MN 55401

J.K. Rowling
c/o Scholastic
555 Broadway
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