Letter to a Family Member

Write a very special friendly letter to someone in your family—your mom, dad, grandma, sister, or brother. In your letter, tell this person why they are important to you! Support your main ideas with details.

Make sure your letter has the five basic parts of a letter:

- The date
- A greeting
- A body
- A closing
- Your signature

See the example letter below to make sure you have each part of your letter in the right place. Use this example letter as a guide.

November 3, 2014

Dear Mom,

Thank you for everything you do. I love reading books and playing on the playground with you. You are the best mom in the whole world!

Love,

Johnny

When you’re done writing your letter, put it in an envelope and write the person’s name on it. If you’re sending it to someone far away, have an adult help you address the envelope with your name and address, the recipient’s name and address, and a stamp. When you’re done, you can mail it!