Organize and Write a Letter

**ILS3B:** I can write to communicate an idea.

**Directions:** Use this organizer to plan your writing.

Who are you writing?

_____________________________________________________________________

**What do you want them to understand?**

_____________________________________________________________________

How will you start your letter?

_____________________________________________________________________

**What information and examples will you include?**

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How will you end your letter?

_____________________________________________________________________

Write it on another page.