LETTER OF INTRODUCTION ROUGH COPY

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Greeting:** Dear/Hello (etc)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paragraph 1 (Opening)**: Why are you writing this letter? What is the purpose of this letter? What do you hope to accomplish with this letter?

**Paragraph 2 (All About You):** What are your likes and dislikes? How do you feel about Grade 7? What are your dreams and aspirations? What do you do when you are not at school? This is your chance to tell me all about you. Remember this is a letter of introduction to tell me things about you that I do not know.

**Paragraph 3 (Closing):** Conclude your letter by making any requests and thanking the reader for their time. This is your chance to let me know what I can do for you as your teacher. For Example:

**Closing**: From, I look forward to grade 7, Sincerely (etc.)

Sign name here

Name Printed

**\*Make sure letter is double space and each paragraph is indented**

**(6 spaces on the computer or tab button).\***