

# Letter Map

Name: \_\_\_\_\_

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

- Kind of letter:**
- Personal:** informal and friendly letter between friends or family members to stay in touch, share news, or say “thanks”
  - Business:** formal letter to persuade someone to take action, ask about something, or say “thank you”

**My character:**

**Who I am writing to:**

**Time and place:**

**Why I am writing  
(event, news, or problem):**

**Main things I want to say:**

**My three “powerful words”**

