THANK YOU SO MUCH

Dear **Isabel Mercado,**

A letter is a message written for a variety of purposes, from friendly to formal. They can help maintain bonds between friends, especially if they're far apart. Letters are also used by professionals to communicate their concerns. In some schools, kids are encouraged to write letters to Santa for Christmas. There are also letters given by school administrators to the student's parents or guardians.

If you're thinking of writing a letter yourself, make your intentions clear from the start. You can be fun and creative or straightforward, depending on your needs. Most letters are divided into sections, including the date, recipient's name, and salutations. As for the main content of your letter, there are often three main parts: the introduction, the main paragraph, and the conclusion.

Your letter's introduction can be a brief greeting, a few polite statements, or a background of why you're writing. The main paragraph is the bulk of your letter, containing the most important parts of your message. Finally, the conclusion sums up all your ideas. It can also include a closing statement or salutation. No matter what reason you have behind writing, it's best to be organized and plan the contents of your letter before sending it out.

From your friend,

Donna Stroupe