

# A Friendly Letter

to the **AUTHOR!!**  
(Julie is going to love this!)

Hi everyone! I'm Julie Woik, the author of *The Life and Times of Lilly the Lash*.

## Write me a letter...and I'll write a letter back!!!

I'd like you to tell me what you think about my books, something about yourself, and tell me why you think reading is so important. Please make sure to write the letter using the format for a friendly letter.

### ★ ADULTS ★

Please include a letter with the address you'd like me to respond. I'll write **ONE** letter back to express my thoughts about the letter/s. Send the letter/s to: Julie Woik 4403 Lost Forest Rd. Sarasota, FL 34235

1. Heading – A place for the date or sometimes an address.
  - Placement is on the right side of top section of the paper.
  - The date is a must for this area, but often a person's address is included. Please **DO NOT** put your address in the Heading for this activity.
2. Greeting – A way to begin the letter.
  - Dear Ms. Woik or Author Julie Woik or Julie ,
  - Be sure to add a comma after the person's name.
  - Greetings may start with Hello or Good Morning.
3. Body – A message you want to write.
  - Indent the first line of every paragraph.
  - Write what you want. The first paragraph might be about you, and the second might ask questions about the person. Write it from your heart!!
4. Closing – A way to end the letter.
  - Placement is on the right side of the bottom section of the paper (after you've written the Body of the letter) and in line with the heading.
  - Make sure your closing is appropriate for the person you're writing to. If you don't know the person really well, you probably wouldn't use words like Love or Hugs. You could use Yours Truly or Sincerely or Best Wishes.
  - Make sure to add a comma after the closing.
5. Signature – You sign the letter, giving it a personal touch.
  - Sign your name below the closing.