

1234 Main St.
Austin, TX 78746
September 5, 2014

Dear Ms. Cunningham,

My name is Sally Sue Smith, and I am eleven years old. I was born in the great state of Texas in the town of Critter Creek in 2003. Sadie May and Ricky Ray, my parents, were so happy to welcome a girl into our family of boys. I have three brothers: Billy Bob who is thirteen, Lester Lee who is fifteen, and Jimmy John who is eighteen years old. I went to Jessie James Elementary School where my favorite subject was language arts, but I also really enjoyed my classes in coyote calling and beaver trapping.

Currently, I attend Billy the Kid Middle School and am really enjoying all my classes. After school, I devote a lot of my time to my favorite hobbies: noodling and yodeling. Noodling is fishing for catfish with your hands. It can be really scary, but I'm not afraid. In fact, I've caught a 30-pound catfish all by myself! When I'm not taking yodeling lessons, I love being with my friends at the swimming hole or our favorite hangout, the Dead Duck Arcade.

After middle school, I plan to attend high school and graduate at the top of my class. Then, I want to attend Barnford University and study poultry science. It is my dream to have the best and biggest chicken farm in all of Texas. The farm will home to me, my husband, and hopefully, our very large family. I would also like to travel the world visiting the homes of famous yodelers. The most important wish for my future is simply health and happiness.

Sincerely,

Sally Sue Smith

Directions for Personal Letter

1. This writing assignment is a letter to your teacher about yourself. It should be set up in correct friendly-letter form (see example).
2. This letter **MUST** be typed and double spaced. You will use Google Docs to write this essay **using the warm ups done in class.** Make changes and revisions as necessary to your rough drafts.
3. This will be a three paragraph essay.
 - The first paragraph is about your past,
 - The next paragraph, about your present, and
 - The last paragraph is about your future.

This letter is to inform your teacher about YOU!

3. **This assignment will need to be typed and printed at home.** A printed copy of your letter will be turned in for assessment on _____.
4. Proof read your letter for:

_____ inside address-- single-spaced in the center of the page

_____ greeting –flush with the left margin followed by a comma

_____ each paragraph is indented and **double spaced**

_____ 1st paragraph is about your past

_____ is highly interesting and informative; not a list

_____ clearly and logically organized

_____ 2nd paragraph is about your present

_____ is highly interesting and informative; not a list

_____ clearly and logically organized

_____ 3rd paragraph is about your future

_____ is highly interesting and informative; not a list

_____ clearly and logically organized

_____ mechanics: correct spelling, end punctuation, capitalization, complete sentences

_____ closing -- centered under the inside address, followed by a comma

