

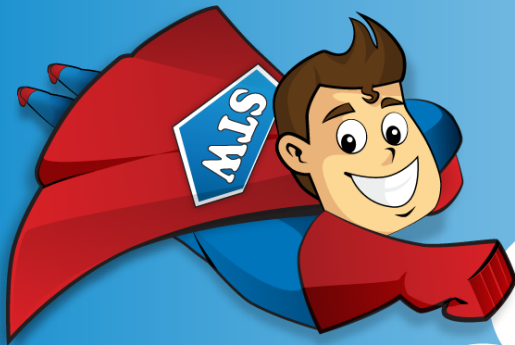
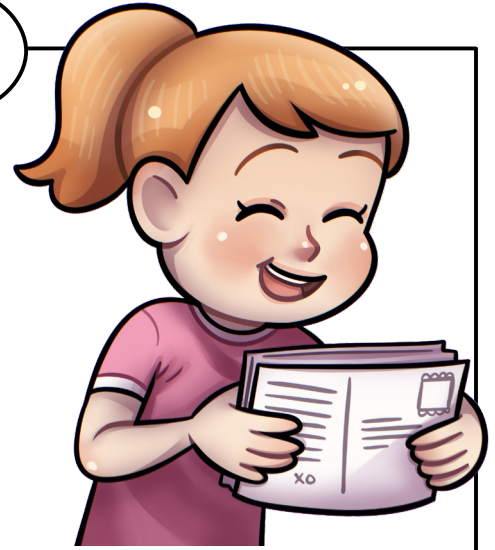
Name: \_\_\_\_\_

## Writing to an Author

Today you're going to write a friendly letter to your favorite author and send it in the mail.

**Step 1:** On a clean sheet of paper, write a letter to your favorite author. Be sure your letter has a date, salutation, body, closing, and signature.

In the body of the letter, mention specific books you've read and tell why you enjoy them. Be sure everything is spelled correctly, neatly written, and makes sense. Since this will be read by an important person, you'll want to show off your best and neatest writing.



# Preview

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**Step 4:** Find the address of your author. Sometimes you can find the address written in one of the author's books. If not, an adult may be able to help you look up this information on the internet. Many authors have a special address for fan mail.

If you can't find the address, send it to the publisher. Most publishers will forward fan mail to the author.

**Step 5:** Address the envelope. Include the author's name and the full address. Also be sure you have your return address written on the envelope. If the address isn't written perfectly, it may not arrive.

**Step 6:** Place a stamp on the envelope and mail it.

**Authors are very busy people, but they love getting fan mail from their readers.**

# Writing to an Author

## Sample Letter:

September 4, 2023

← date

Dear Mr. Stine,

← salutation

I am a huge fan of your Mostly Ghostly

book. I love the characters and the stories.

Can

you

send

me

an

un

# Preview

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Sample

557 Broadway  
New York City, New York 10012

← address (10)

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

# Check your work!

## Letter Checklist

\_\_\_\_\_ Did I remember to indent?

\_\_\_\_\_ Did I tell the author why he or she is my favorite?

\_\_\_\_\_ Did I spell basic words correctly?

\_\_\_\_\_ Is my handwriting neat?

\_\_\_\_\_ Is there a punctuation mark at the end of each sentence?

\_\_\_\_\_ Did I do my best?

# Preview

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\_\_\_\_\_ Did I add a stamp?

\_\_\_\_\_ Did I do my best?