John Oliver Secondary School

 530 E. 41st Ave

 Vancouver, BC

 V5W 1P3

 December 9, 2017

**Dear** \_\_\_\_\_\_\_\_ , [Salutations – Fellow grade 8 student, friend & grade 8 student, etc.]

**Paragraph #1:** Introduction – briefly introduce yourself; ask on his/her condition; comment on yours; explain the mail race briefly.

**Paragraph #2:** Body - Your personal message to the person. Share information about our school, your grade, this class, the city, the time of year, holiday plans, any interesting information you might want to share (nothing too personal), any questions you have for the student. This can be multi-paragraphs.

**Paragraph #3:** Conclusion – a friendly request & quick summary of what you need the student to do; a thank you for reading & responding; a hope or wish for a quick reply.

**Sign off:**

Yours sincerely, [Depending on your familiarity, sign off]

[Your written Signature]

[Your Name]