This chart will help you organize your thoughts for writing a letter. Fill in the chart and then write your letter on page 2. You will write a letter of apology to a friend.

To whom are you writing?

How did you hurt your friend?

What will you say to your friend?

How will you avoid this in the future?
Greeting_____________________________________,

Message  ______________ ____________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Closing______________________________

Signature____________________________