

Pen Pal Letter Template & Mail Kit

Write, address and send a letter your pen pal will love to answer.

WRITE YOUR LETTER

Dear ___, how have you been lately?

One small thing that made me smile this week:

Something I am looking forward to:

A question I would love you to answer:

Send It: Snail Mail Checklist

- [ ] Write your letter
- [ ] Add the date
- [ ] Fold the letter and place it in the envelope
- [ ] Write your pen pal's address
- [ ] Add your return address
- [ ] Choose a stamp
- [ ] Tuck in a small extra like a sticker or photo
- [ ] Seal the envelope
- [ ] Check the postage
- [ ] Mail it and note the date sent

NOTES

Pen Pal Profile

Pen pal name

Mailing address

Birthday

Things they love

Last letter sent

Waiting for a reply