Letter Writing Guidelines:

Letter writing is an art! Whatever you place in this is a reflection of the time and life around and about you.

When you are writing your signature at the end of your letter, you can sign as you like. Generally the signature depends on who you are writing. You would sign to your boss or teacher different from if you were signing to your family. Choose the one that best fits the recipient.

Parts of a letter:

Heading:

Dear _____,

The body:

The main part of your letter is where you will place your message. Know that your reader cannot read your mind so please give details.

Families at Fort Concho often spoke about what the people around them were doing.

Closing:

Would you like to have a letter returned to you? Ask your reader to write you back. Ex: “It is nice to write to you and tell you of my adventure. Would you like to write back to me? I look forward to your response!

Signature:

Signatures include words such as: affectionately, best, yours, respectfully.

Best,

_____

FORT CONCHO
NATIONAL HISTORIC LANDMARK
1867-1889

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