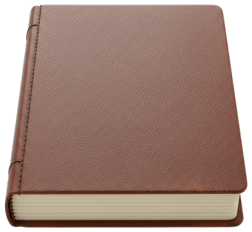
Formal Letter Writing

Grade 3

Name _____ Date _____

Remember: A **formal letter** is written to someone you do not know well, like a principal, mayor or company. It has a **date**, a **greeting** (*Dear Ms. Patel,*), a polite **body**, a **closing** (*Sincerely,*) and your **signature**.

Polite words: *I am writing to ask ... I would like to ... Thank you for your time.*



1. Parts of a letter

Which part of a formal letter is each one?

1	Dear Principal Garcia,	date · greeting · body · closing
2	May 3, 2026	date · greeting · body · closing
3	Sincerely,	date · greeting · body · closing
4	I am writing to ask if our class can start a school garden.	date · greeting · body · closing
5	Dear Mayor Thompson,	date · greeting · body · closing
6	Yours truly,	date · greeting · body · closing

Formal Letter Writing

Grade 3

2. Plan your letter

Write a formal letter to your principal asking for something that would make your school better.

Greeting

Why I am writing

Two reasons

Polite ending

Closing and signature

Formal Letter Writing

Grade 3

3. Write your formal letter

Use your plan. Be polite and clear.

Write your letter to the principal. Include the date, greeting, body, closing and your signature.

Check: ☐ Date ☐ Greeting with a comma ☐ Clear request and two reasons ☐ Polite words ☐ Closing and signature

Answer Key

Formal Letter Writing · Grade 3

1. Parts of a letter

1	Dear Principal Garcia,	date	**greeting**	body	closing
2	May 3, 2026	**date**	greeting	body	closing
3	Sincerely,	date	greeting	body	**closing**
4	I am writing to ask if our class can start a school garden.	date	greeting	**body**	closing
5	Dear Mayor Thompson,	date	**greeting**	body	closing
6	Yours truly,	date	greeting	body	**closing**

2. Plan your letter

Sample notes. Answers will vary.

Greeting
Dear Principal Garcia,

Why I am writing
I am writing to ask if our class can start a school garden.

Two reasons
We could learn how plants grow. We could share vegetables with the lunch program.

Polite ending
Thank you for thinking about our idea. I hope we can talk about it soon.

Closing and signature
Sincerely, Maya Chen, Grade 3

Model Answer

Formal Letter Writing · Grade 3

3. Write your formal letter

A model answer to share with students. Their writing will be different.

May 3, 2026

Dear Principal Garcia,

I am writing to ask if our class can start a school garden. First, a garden would help us learn how plants grow, which is part of our science unit. Second, we could share the vegetables with our school lunch program. Our class would water and weed the garden every day.

Thank you for thinking about our idea. I hope we can talk about it soon.

Sincerely,

Maya Chen, Grade 3