

# Heritage Project: Informational Letter Format

Your letters should follow this format. Even if you are writing an email, please follow the same format and type it into the email.

Date \_\_\_\_\_

Dear \_\_\_\_\_,

(Paragraph 1 – personal greeting, personal letter portion)

How have you been? I'm still using the baseball mitt you gave me for my birthday last year. I really miss you and can't wait to see you on Thanksgiving. I hope you can bring Rex this year, he's so much fun to play with! When you see me, you won't believe how much I've grown.

(Paragraph 2 – explanation of project)

In my fifth grade classroom this year, we are doing a "Heritage Project" as part of our study of American History and immigration. We are trying to find information about where our ancestors came from, what their lives were like, and how and when they came to America. As part of the project, I will be creating a scrapbook that tells about our family heritage. We will also have a "Heritage Museum" that will include family artifacts like photos, letters, clothing, and items that tell about our heritage and countries of origin.

(Paragraph 3 – request for information)

It would really be helpful to me with the project if you would answer as many of the questions on the next sheet as you can. The answers can be mailed, sent by email, or we can talk on the phone. Any other information or stories you have about our family, family artifacts, letters, articles, and especially photos, would be helpful too. I can make copies of everything and send you back the originals if you like. Thanks for your help, and I can't wait to show you my project when I'm finished!

Love, \_\_\_\_\_

Remember to include the list of questions with your letters. If you are sending the letter via email and would like the list of questions as a digital file to attach, please go to our Class Website, Class Handouts / Resources, Heritage Project, Heritage Questionnaire for the pdf. file.

A copy of both letters is due in class on Tuesday, October 12<sup>th</sup>. By this date the original letters should have been sent or emailed. You may also call a relative for the information, but still need to write the letter as part of this project.