

First Letter Planner

A gentle four-part outline so your words flow naturally without feeling scripted.

The golden rule of a first letter:

Share one honest detail from your life, ask one easy question, and leave room for a reply.

1. OPEN WITH SOMETHING REAL

e.g. A small ritual, the weather, or why you wanted to write

2. ONE VIVID DETAIL FROM THIS WEEK

e.g. A book, a walk, a quiet moment, or a meal

3. AN EASY-TO-ANSWER QUESTION

e.g. What is one small thing making your week better?

4. A WARM CLOSING & SIGN-OFF

e.g. Hope your month is gentle • Looking forward to hearing from you

Printable Letter Sheet

Classic ivory lined stationery. Print as many copies as you need.

A quiet note for you

To: _____



From: _____

Date: _____

Correspondence Log & Mailing Check

Keep track of your pen pal exchanges and ensure safe mailing.

Pen Pal Correspondence Log

PEN PAL NAME	SENT DATE	RECEIVED	KEY DETAIL / TOPICS TO REPLY

Before You Seal the Envelope

ENVELOPE & POSTAGE

- ☐ Return address and recipient address are clear and complete.
- ☐ Correct postage is affixed (standard forever stamp if under 1 oz & flat).
- ☐ Envelope is not over 1/4 inch thick (avoids non-machinable surcharge).

INSIDE THE LETTER

- ☐ Included at least one open question for them to answer.
- ☐ Any extras (stickers, tea bag, bookmark) lie completely flat.
- ☐ Signed with your name / contact preference.