

Writing Friendly Letters

A Write On Activity



Friendly letters have five parts:

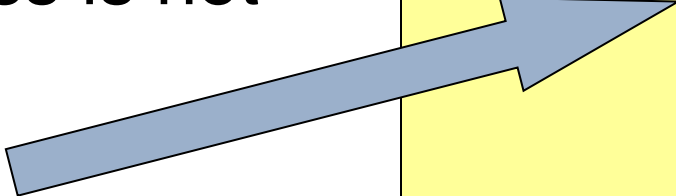
- The Heading
- The Greeting
- The Body
- The Closing
- The Signature



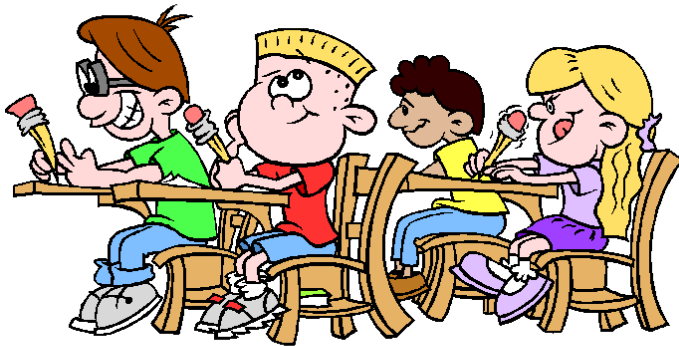
The Heading

- The heading can include your address and the **date**. In casual, friendly letters your address is not necessary.

Heading



508 Bluebird Street
Clarksville, Ohio
January 5, 2004



The Greeting

● Dear _____,

The blank is for the name of the person you are writing. After you write the person's name you put a comma (,) .

Greeting



508 Bluebird Street
Clarksville, Ohio
January 5, 2004

Dear Susan,

The Body

- The body of the letter is the information you are writing in your letter.

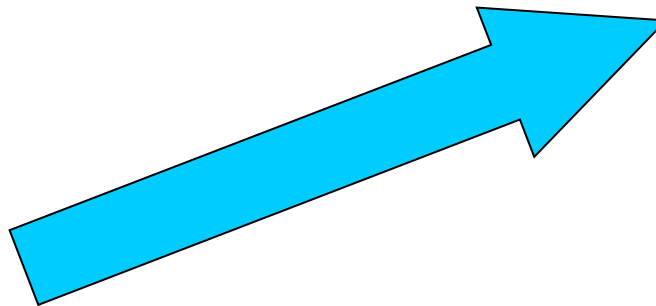


508 Bluebird Street
Clarksville, Ohio
January 5, 2004

Dear Susan,

We are almost finished with the semester. I am happy we met each other. You are...

Body



The Closing



- The Closing: In the closing the first word is capitalized and you put a comma after the last word.

Examples are:

Sincerely, Your friend,
Love, Best regards,

Closing

508 Bluebird Street
Clarksville, Ohio
January 5, 2004

Dear Susan,

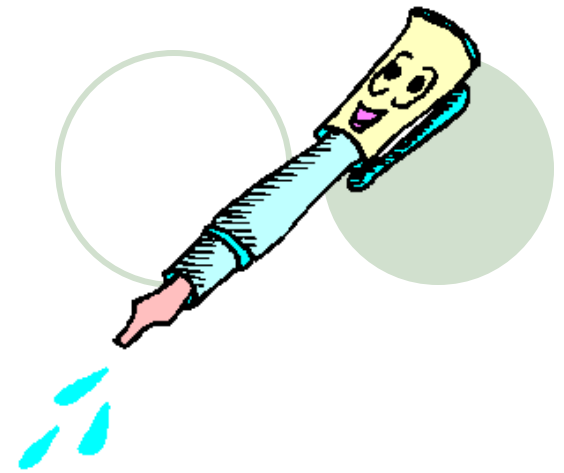
I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

Your friend,

Your Signature

- This is your name. It goes under the closing.

Signature



508 Bluebird Street
Clarksville, Ohio
January 5, 2004

Dear Susan,

I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

Your friend,
Allison

