

THE PARTS OF A FRIENDLY LETTER

This is the Heading.

*123 Main Street
Spartanburg, SC 29303
November 20, 2003*

This is the Greeting or
Salutation.

Dear Tim,

This is
the
Body.

Sara and I went to the movies yesterday with Mom and my friend, Jason. After the show we went for ice cream. I had three scoops of Rocky Road, my favorite flavor!
We are going to look at puppies today. Mom said that I could get one if I promise to take care of it myself. What do you think we should name it?

This is the Closing.

From,

This is the Signature.

Sandy