

6th Grade

Writing a letter:

The opening paragraph contains a reference to your reader by writing:
Name
Address
City/State/Zip
Date
Name of recipient (write correctly)
Dear _____

Write address of the sender (optional)

Dublin, September 6th 2009

When writing the address of the sender use abbreviations. Use the format of City, State, Country if you include the year.

Dear Son,

In your letter dated August 12th, 2009, you asked me to check my books and see if I have your book "The Catcher in the Rye".

I am sorry, but I did not find the book in my house. I remember that I read this book a few years ago but I think I took it from the library.

"The Catcher in the Rye" is a great book and I enjoyed it a lot!

I hope you find your book.

Best wishes,

The title of letters include an abbreviation that can be used for brevity. Use these for writing addresses on envelopes and mailings.

Yours,

Signature
Name of sender
Address of sender
City
State
Zip

The closing of a letter may include:
Name of the sender
Address of the sender
City, State and Zip
Date
Name