

## ***Five Parts to a Friendly Letter***

1. **Date**
  - a. Tells when the letter is being written.
    - March 19, 2007
    - Mar. 19, 2007
    - 3/19/07
    - 3-19-07
2. **Greeting**
  - a. Tells who the letter is being written to.
    - Dear Sam,
    - Note: Capitals, Spacing, and Comma
3. **Body**
  - a. Write your message.
  - b. Indent first sentence of the body.
4. **Closing**
  - a. Lets the reader know the letter is over.
    - Your friend,
    - Love,
    - Sincerely,
5. **Signature**
  - a. Sign your name at the end.

## ***Mini-Example of a Friendly Letter***

3/19/07

Dear Sam,

How are you doing? I am fine. I like riding bikes together. Do you want to come to my house to ride together next weekend? Please write back to let me know.

Your friend,  
Mike