



## The Parts of a Letter

A letter usually includes the following parts:

**The heading of the letter** usually includes the address and date at the top of the letter.

**The greeting** is the opening like *Dear Mom* followed by a comma for a friendly letter or a colon for a business letter.

**The body** is the heart of the letter. This is where you write your message. Remember to keep your writing clear and easy to read. Write for your reader!

**The closing** is the ending of your letter. Sign your name at the end of the letter under a closing word such as *Sincerely* followed by a comma.

Here are some common abbreviations that you may need when you have small spaces to write a word.

- N. north
- S. south
- E. east
- W. west
- St. street
- Ave. avenue
- Blvd. boulevard
- Rd. road
- Dr. drive
- Ln. lane
- Cr. circle
- XING crossing
- Hwy. highway
- I interstate

