

Parts of a Friendly Letter

1. Heading

- Can include the writer's address but ALWAYS includes the date
- Write at the top of the page on the right side

2. Greeting

- "Dear _____," The blank is for the name of the person you are writing to
- Always insert a comma after their name

3. Body

- Make a "parking space" from the left side of the page on the first line of each paragraph, for an indent
- Include details that would be interesting to the person you are writing to
- You may want to ask questions - have something for them to write back to you!

4. Closing

- Written on the right side of the page - in line with the heading
- Make sure your closing is appropriate for who you write your letter to
- Examples of closings: Love, Yours Truly, Sincerely, Your friend

5. Signature

- Write your name below the closing