

Writing a Friendly Letter

Study the parts of a friendly letter shown below. Use the stationery on the next page to write a letter to a friend or relative.

The diagram shows a sample friendly letter with several callout boxes explaining its components:

- Top right:** A box pointing to the date "September 2, 2010" with the text: "The date belongs at the top of the page, in the right-hand corner."
- Top left:** A box pointing to the greeting "Dear Aunt Lynn," with the text: "Every letter begins with a greeting, (such as *Dear*) followed by the person's name. A comma always follows the name."
- Left side:** A box pointing to the main text with the text: "This is the body of the letter. The body is the main part of the letter."
- Bottom right:** A box pointing to the closing "Kind regards," with the text: "All letters end with a closing. The first word in the closing is always capitalized. A comma follows the closing."
- Bottom left:** A box pointing to the signature "Gus" with the text: "The writer signs the letter. This is the signature."

The letter text is as follows:

September 2, 2010

Dear Aunt Lynn,

I started third grade today! The kids in my class seem very friendly. Our classroom is really neat! We have a turtle, a rabbit, and a snake. All of the students will have a chance to take care of the animals during the school year. I hope I get to take the snake home with me; it will scare Jenna.

I have to go do my homework now.

Kind regards,

Gus