

## Five Parts to a Friendly Letter

1. Date
  - a. Tells when the letter is being written.
    - March 28, 2007
    - Mar. 18, 2007
    - 3/28/07
    - 3-28-07
2. Greeting
  - a. Tells who the letter is being written to.
    - Dear Sam,
    - Hello/Hi/Hey, Spacing, and Comets
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 over name at the end.

## Mini-Example of a Friendly Letter

3/28/07

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,  
Sam