

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.

Every letter begins with a greeting, (such as *Dear*) followed by the person's name. A comma always follows the name.

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

This is the body of the letter. The body is the main part of the letter.

The date belongs at the top of the page, in the right-hand corner.

All letters end with a closing. The first word in the closing is always capitalized. A comma follows the closing.

The writer signs the letter. This is the signature.