

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