

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 friendly letter with several callout boxes explaining its parts:

- Date:** September 2, 2010. Callout: "The date belongs at the top of the page, in the right-hand corner."
- Greeting:** Dear Aunt Lynn. Callout: "Every letter begins with a greeting, (such as *Dear*) followed by the person's name. A comma always follows the name."
- Body:** 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.
Callout: "This is the body of the letter. The body is the main part of the letter."
- Closing:** Kind regards. Callout: "All letters end with a closing. The first word in the closing is always capitalized. A comma follows the closing."
- Signature:** GUS. Callout: "The writer signs the letter. This is the signature."