

Name: \_\_\_\_\_

Period#: \_\_\_\_\_

## Friendly Letter Form

A friendly letter consists of **five (5) parts**.

1. The **heading** which includes your street address (line 1), the town or city, state and zip code (line 2) then the date (line 3).
2. The **greeting** which begins Dear \_\_\_\_\_,
3. The **body** of the letter which contains your thoughts and ideas.
4. The **closing** which looks like this:

Yours truly,

Your friend,

Love,

Sincerely,

Sincerely yours,

\*Notice that the second word is always lower case. Don't forget your comma!

5. Lastly, the **signature** which is how you sign your name.

\*Commas: There is a comma after your city or town. (Ridge, New York 11772)

There is a comma after the day of the month. (November 22, 2014)

There is a comma after the greeting. (Dear Cynthia Moneybucks,)

There is a comma after the closing. (Your friend,)

\*When writing in the body always indent when writing a paragraph. Start under the letter “r” in the word “Dear.” When you get to the next line, remember to write under the “D” in the word “Dear.”

A friendly letter example:

110 Woodlot Road  
Ridge, New York 11772  
November 22, 2014

Dear Grandma,

I was so happy when you sent me the birthday card for my birthday. It made everyone laugh because it was so funny. Sometimes when you send me a card, I bring it into school to show my teacher.

We are studying Native Americans in class. There are so many things that I have learned. I can't wait to share them with you when you come over for Thanksgiving! I even wrote you a cute poem.

Love your granddaughter,

*Cynthia Moneybucks*

Now practice writing a friendly letter.



