

PARTS OF A FRIENDLY LETTER

HEADING

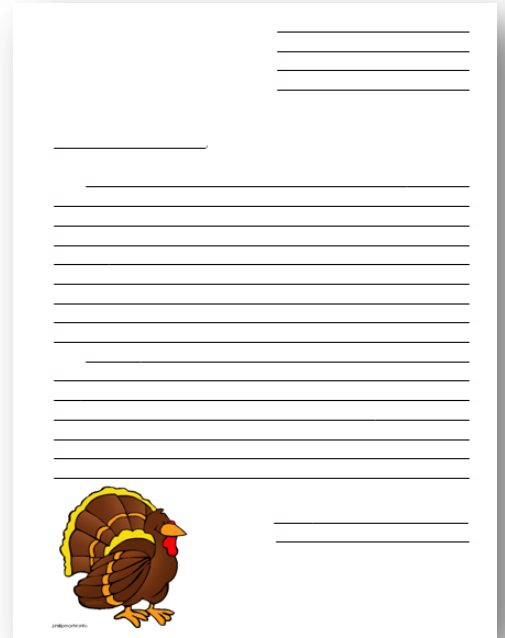
This is your address. Now your friend knows where to send a letter in response.

- Located in the upper right-hand corner.
- Do NOT include your name.
- Street or PO Box is on the top line
- City State Zip Code on the 2nd line
- Indent 3-inchs for each line. Use the tab key.
- Skip a line between the address and date.
- Skip 2 lines and then begin salutation.

SALUTATION (GREETING)

This is the greeting of the letter where you say hello.

- Align text left
- Capitalize first word or a salutation: *Dear friend,*
- Capitalize Names: Dear Uncle Samuel
- Use a comma after the salutation
- Skip 2 lines and begin body paragraph



The image shows a template for a friendly letter. It features a grid of horizontal lines for writing. The top right corner has four lines for an address. Below that, there are several lines for the body of the letter. At the bottom left, there is a cartoon illustration of a turkey. To the right of the turkey, there are two lines for a closing or signature.

BODY

This is your message. Use complete sentences, correct grammar, and correct punctuation. Only include information that will interest your reader.

- Left align paragraphs.
- Indent paragraphs.
- Do NOT skip lines between paragraphs.

1ST Paragraph

- Inquire about the readers well being.
 - How have you been? Or How was your trip to _____?
- Explain the reason for writing.

Additional Paragraphs

- Share your news that will interest the reader.
- End with a warm statement:
 - I hope to see you soon.
 - I wish you luck with _____.
 - I will see you on _____.
- Skip a line before beginning the closing.

CLOSING

Say good-bye to your friend

- Capitalize the first word only: Very truly yours, Your friend, Love

SIGNATURE

- Sign your name on the line below the closing:
Very truly yours,
John Smith