

# Writing Friendly Letters

A Write On Activity



# Friendly letters have five parts:

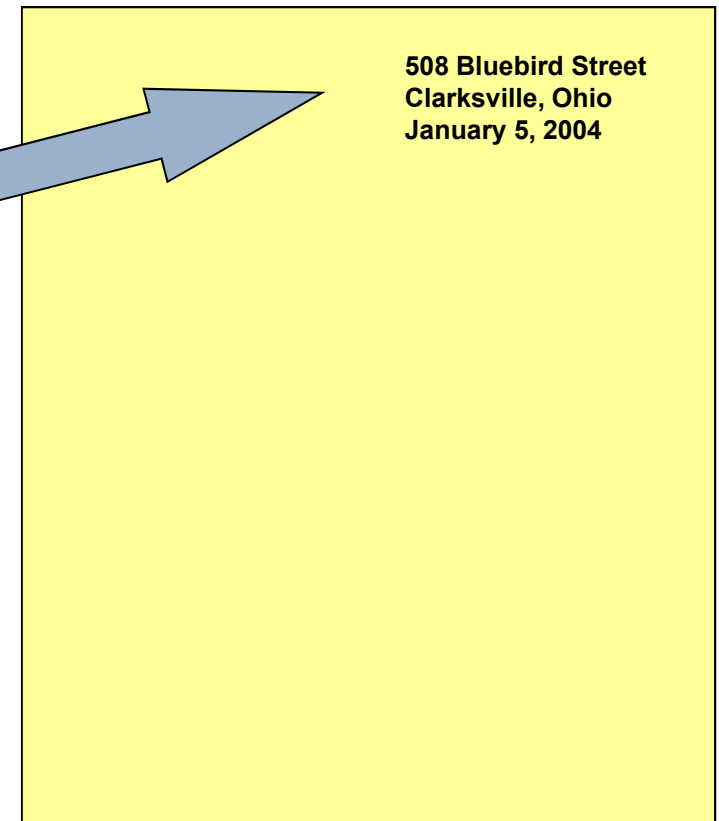
- **The Heading**
- **The Salutation (greeting)**
- **The Body**
- **The Closing**
- **The Signature**



# The Heading

- The heading can include your address and the date. In casual, friendly letters your address is not necessary.

# Heading



508 Bluebird Street  
Clarksville, Ohio  
January 5, 2004

# The Salutation (greeting)

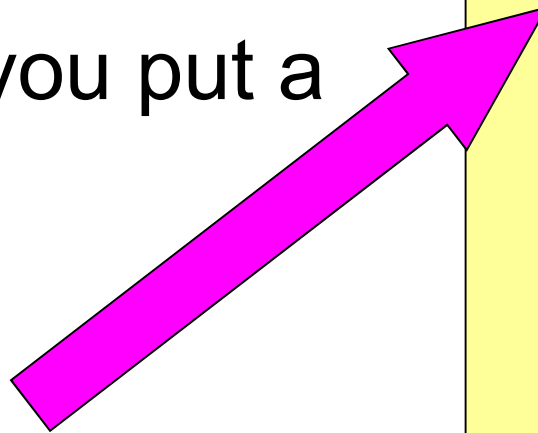
- Dear \_\_\_\_\_. The blank is for the name of the person you are writing. After you write the person's name you put a comma ( , ).



508 Bluebird Street  
Clarksville, Ohio  
January 5, 2004

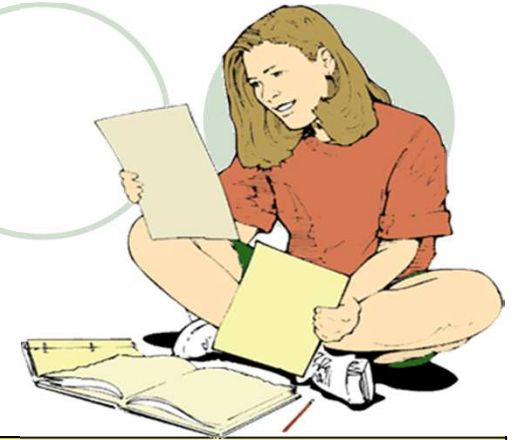
Dear Susan,

## Greeting



# The Body

- The body of the letter is the information you are writing in your letter.

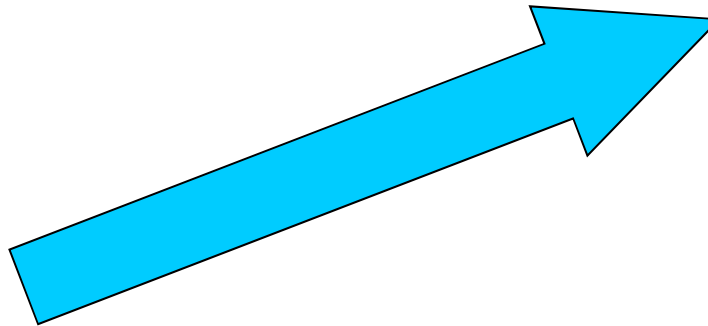


508 Bluebird Street  
Clarksville, Ohio  
January 5, 2004

Dear Susan,

I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

# Body



# The Closing

- The Closing: In the closing the first word is capitalized and you put a comma after the last word.

Some examples of closings are: Sincerely, Your friend, Love, Very truly yours,

## Closing

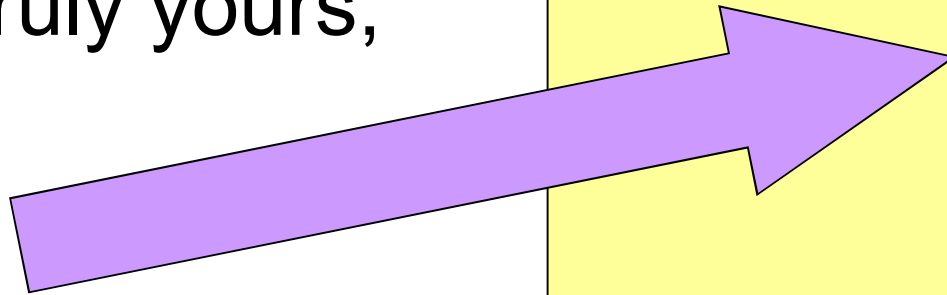


508 Bluebird Street  
Clarksville, Ohio  
January 5, 2004

Dear Susan,

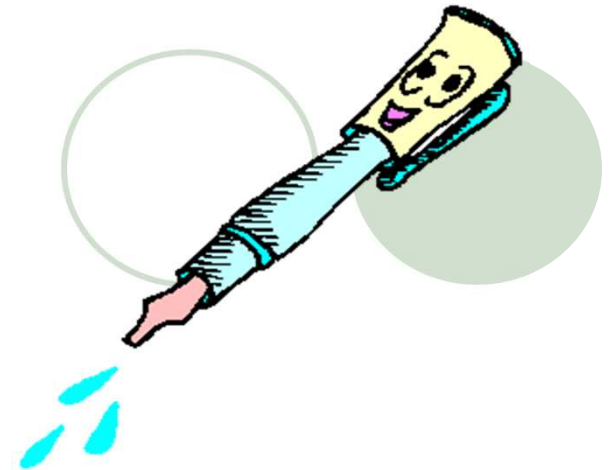
I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

Your friend,



# Your Signature

- This is your name. It goes under the closing.



# Signature

508 Bluebird Street  
Clarksville, Ohio  
January 5, 2004

Dear Susan,

I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

**Your friend,  
Allison**

