



Friendly Letters

Do you know how to write a friendly letter? A friendly letter is written to a person with whom you would like to talk. It is like “talking on paper.”

A friendly letter has five parts, the *heading*, the *greeting*, the *body*, the *closing*, and the *signature*. Look at the symbol to remember all the parts and how to use them.



4.6 On the blank lines, copy this letter exactly as written to learn how to write a friendly letter.

*616 April Street
Marytown, Arizona
December 28, 2016*

Dear Grandma and Grandpa,

*I was so happy we went to the zoo last
Saturday. I had lots of fun. Come see us
again soon.*

*Love,
Leslie*

The *heading* is the first part of the letter. The heading gives the address of the person writing the letter and the date the letter is written.

*616 April Street
Marytown, Arizona
December 28, 2016*



The *heading* is written in the upper **right-hand** corner of the page. Put your address on the first line. Your address is where you get your mail. The names of the *city* and *state* are written on the second line. A comma is written between the city and state. The third line is for the **date**. A comma is written between the *day* and the **year**. The heading always has three lines: the two-line address and the date.

STUDY THE HEADING CAREFULLY. Be sure you know what words should be capitalized and where commas should be written.



Put a circle around the headings that are written correctly.

4.7

42 E. Brown Road
Mesa, Arizona
May 10, 2016

7576 Boon Street
Tulsa, Oklahoma
June 25, 2016

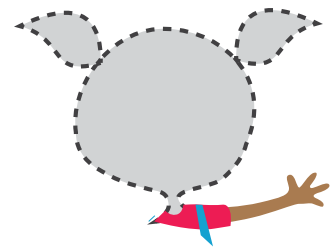
Box 758
Belén, New Mexico
February 3, 2016

442287
Fountain Road
Memphis, Tennessee
june 3, 2016

472 B Street
California
May 24 2016

115 Crane Street
Johnstown, Pennsylvania
June 5, 2016

The *greeting* is the second part of the friendly letter. The greeting tells to *whom the letter is written*.



Dear Grandma and Grandpa,

The greeting usually begins with the word *Dear*. The word *Dear* always begins with a capital letter when it is used in a greeting. Put the name of the person or persons being written to after *Dear*. Of course, every person's name begins with a capital letter. After the person's name, write a comma. The greeting is on the line under the heading, but it is on the left side of the paper.

STUDY THE GREETING OF THIS LETTER. Be sure you know where the capitals and punctuation should be written.




4.8

Write greetings to these people.

Mary	Mr. Bowman	Mrs. Rodriguez
Lester	Aunt Jean	Mr. and Mrs. Owens

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

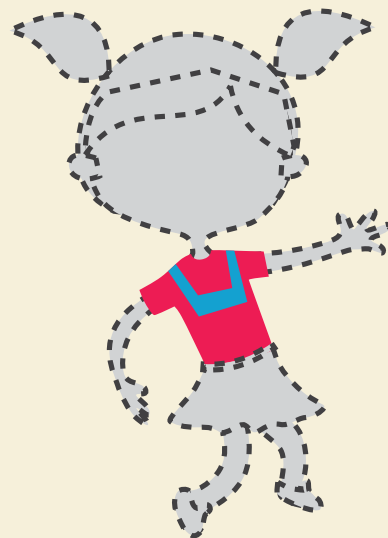
 **Teacher check:**
 Initials _____ Date _____

The *body* of the letter is the part where you “talk” to the person you are writing to in your letter. Always indent the first line. *Indent* means to *move over farther to the right from the edge of the paper*. Start the first sentence of the body of the letter under the *r* in the word *Dear* in the greeting.

660 Monty Road
Greenlight, Ohio
January 13, 2016

Dear Sue,

My mother said that I may spend the night with you. She will be able to bring me over on Friday evening. I can hardly wait. We will try to be there by 6:30.



Thanks,
Betty



Check Yes or No. Are these parts of the letters indented correctly?

4.9

a. Dear Jane,

I hope to see your new puppies soon. Maybe we might be able to come over this Saturday.

Yes

No

b. Dear Jack,

I have missed you since you moved to another city. We have been playing kickball in P.E. It is fun.

Yes

No

c. Dear Aunt June,

I got the present you sent for my birthday. It is really nice. I can play with the ball after school with my friends.

Yes

No

d. Dear Grandma,

I can hardly wait for summer vacation. I want to see you again, and I know I will be spending the summer with you.

Yes

No

The *closing* of the letter is the fourth part of a friendly letter. It is a polite way of saying good-bye. We most often use these closings:

**Love,
Your friend,**

**Sincerely,
Yours truly,**

STUDY THESE CLOSINGS. Make sure you know how to write a closing correctly.

Capitalize only the first word of the closing. Some closings have only one word. This one word is capitalized. If the closing has two words, only the first word is capitalized.

To write a closing, skip one line after the body of the letter. It is always placed on the right side of the letter lined up with the heading. A comma is always placed after the closing.

616 April Street
 Maytown, Arizona
 February 7, 2016

Dear Mary,

Yesterday we had fun. We went to the park. I wish you could have been with us. I'm sorry you didn't feel well. I hope you will be better soon.



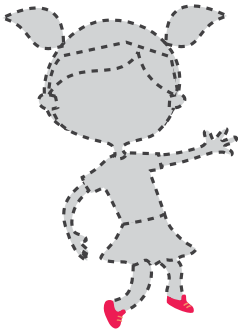
Your friend,
 Susan



Complete this activity.

4.10 Write these closings correctly.

- a. yours truly _____
- b. love _____
- c. your daughter _____
- d. sincerely _____
- e. with love _____
- f. your son _____



The *signature* is the last part of a friendly letter. Your signature is like your footprint. You are the only one who has your signature. *It is your name.* The signature is written directly under the closing. Write your name as you always do.

Your friend,



Write your signature under each of these closings.

4.11 Love,

4.12 Your friend,

4.13 Sincerely,

Go back and review each of the parts of a friendly letter. Think about each part and how to write it. Remember where to put capital letters and punctuation. Think about where each part of the letter is placed on the paper.



Complete these activities.

- 4.14** Write an imaginary letter to your mother.
- Tell her about the play you are having at school.
 - Tell about the part you will have in the play.
 - Tell what time and where it will be.

