## 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 2<sup>nd</sup> 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

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## **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.

# 1<sup>ST</sup> Paragraph

- Inquire about the readers well being.
  - o 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.
  - o I wish you luck with \_\_\_\_\_
  - o 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