

Name: _____

Notes: Informal (Friendly) Letter

Parts of a letter:

1. Date
2. Greeting
3. Body
4. Closing
5. Signature

Date:

The date is located at the top, right-hand side of the letter. It tells when the letter was written.

Greeting:

The greeting, sometimes called a salutation, tells the name of the person the letter is to. It also begins with a greeting, "Dear" and the name of the person. After writing the person's name, always put a comma.

Body:

The body is the main part of the letter. It tells a message from the written information.

Closing:

The closing is a way to say goodbye. The first word is always capitalized and there should be a comma after the closing.

Signature:

The signature tells who the letter is from. The writer signs his or her name under the closing which is located at the bottom of the letter.

July 20, 2016

Dear Debbie,

Have you ever been to Sea World? They have the best animal shows. I really like the whale and dolphin shows. The dolphins and the killer whales can do a lot of tricks. If you sit near the front rows, they will splashed you with water. I don't care about getting wet because it is so exciting watching them flip in the air. When are you coming to visit?

Love,

Cathy

Name: _____

Notes: Informal (Friendly) Letter

Parts of a letter:

1. _____
2. _____
3. _____
4. _____
5. _____

Date:

The _____ is located at the top, _____ side of the letter. It tells _____ the letter was written.

Greeting:

The _____, sometimes called a _____, tells the name of the person writing the letter. It also begins with a greeting, “_____” and the name of the person. After writing the person’s name, always put a _____.

Body:

The _____ is the _____ part of the letter. It tells a _____ from the written information.

Closing:

The _____ is a way to say _____. The first word is always _____ and there should be a _____ after the closing.

Signature:

The _____ tells who the letter is _____. The writer _____ his or her name under the closing which is located at the _____ of the letter.

July 20, 2016

Dear Debbie,

Have you ever been to Sea World? They have the best animal shows. I really like the whale and dolphin shows. The dolphins and the killer whales can do a lot of tricks. If you sit near the front rows, they will splashed you with water. I don't care about getting wet because it is so exciting watching them flip in the air. When are you coming to visit?

Love,

Cathy