

## Writing a Friendly Letter

Study the parts of a friendly letter shown below. Use the stationery on the next page to write a letter to a friend or relative.

Every letter begins with a greeting, (such as *Dear*) followed by the person's name. A comma always follows the name.

The date belongs at the top of the page in the right-hand corner.

September 2, 2010

Dear Aunt Lynn,

This is the body of the letter. The body is the main part of the letter.

I started third grade today! The kids in my class seem very friendly. Our classroom is really neat! We have a turtle, a rabbit, and a snake. All of the students will have a chance to take care of the animals during the school year. I hope I get to take the snake home with me; it will scare Jenna.

I have to go do my homework now.

Kind regards,

All letters end with a closing. The first word in the closing is always capitalized. A comma follows the closing.

Gus

The writer signs the letter. This is the signature.

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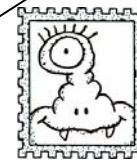


When you mail a letter, it needs to be addressed correctly. Study the envelope below and address your friendly letter with the same information. Ask an adult for the proper postage and place it on your letter. Drop your letter into the nearest mailbox!

The sender writes their name and address in the upper left corner of the envelope. This is called the **return address**. If for some reason the letter cannot be delivered, it will be returned to the sender.

The **stamp** or **postage** goes in the upper right hand corner of the envelope. The proper postage must be applied to every letter in order for it to be accepted for delivery by the U.S. Post Office.

Gus Brown  
123 Any Street Apt. 104  
Big City, NY, 12345



The name, address, and zip code of the person you are sending the letter to are written here.

Miss Lynn Green  
456 Another Street  
Small Town, UT, 54321