

Friendly Letter

A friendly letter has five parts:

1. **Heading:** includes the return address and the date.
2. **Greeting:** says "hello" to the reader, usually all words are capitalized and it ends with a comma.
3. **Body:** the message you want to send the reader.
4. **Closing:** says "good-bye" to the reader. You only capitalize the first word of the closing and it ends with a comma.
5. **Signature:** is your name. It tells the reader who wrote the letter.

Label the parts of the following letter.

[] May 10, 2016

[] Dear Dad,

[] Thanks so much for helping me fix my desk last weekend. It was really frustrating me when I couldn't finish it by myself, so I really appreciate your help.

[] Did you get that new power drill you were thinking about picking up? It would certainly help when putting together furniture such as loft beds! Thanks again for your help dad, and if you need anything just ask.

[] Love,
Mike []