



# 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.

Circle the heading that is written correctly.

	A	B	C
1.	May 20 2016	May 20, 2016	may 20, 2016
2.	April 5, 2016 Marsha Johnson 555 Main St. Penntown, PA 55555	marsha johnson 555 main st. penntown, pa 55555 April 5, 2016	Marsha Johnson 555 Main St. Penntown, PA 55555 April 5, 2016
3.	January 1, 2016	January 1, 2016	january 1 2016
4.	December 22, 2014 Norman Hollyander 567 Main St. Anytown, CA 12345	Norman Hollyander 567 Main St. Anytown, CA 12345 December 22, 2014	Norman Hollyander 567 Main St. Anytown, CA 12345 december 22, 2014
5.	Victoria Stuffins 560 Circle Drive Smalltown, NJ 45678 June 25, 2016	June 25, 2016 Victoria Stuffins 560 Circle Drive Smalltown, NJ 45678	Victoria Stuffins 560 Circle Drive Smalltown NJ 45678 June 25 2016