

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 greeting that is written correctly.

	A	B	C
1.	dear Susan	Dear Susan	Dear Susan,
2.	Hello June,	Hello June	Hello june,
3.	Hi Rob	Hi Rob,	hi rob,
4.	Dear Mike	Dear Mike,	dear Mike,
5.	Hi Shawn,	Hi Shawn	hi Shawn,
6.	Dear Mrs. Smith	Dear Mrs. Smith,	Dear Mrs. Smith:
7.	hello Jason	Hello Jason	Hello Jason,
8.	Hi my friend,	Hi My Friend,	Hi My friend,