

## 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 best body for each letter.

	A	B
1.	<p>I loved going to the beach with you yesterday, I had so much fun tossing the ball for the dog.</p> <p>Do you think we can do it again next week end? I can't wait to see you again.</p>	<p>I loved going to the beach with you yesterday, I had so much fun tossing the ball for the dog.</p> <p>Do you think we can do it again next week end? I can't wait to see you again.</p>
2.	<p>I am having a great time at camp. This week we played basketball, practiced archery and even put on a talent show. You would laugh if you saw me acting in the play last night.</p> <p>Tomorrow we will probably play on the ropes challenge course with our instructor.</p>	<p>I am having a great time at camp. This week we played basketball, practiced archery and even put on a talent show. You would laugh if you saw me acting in the play last night.</p> <p>Can you please send me my grey swim trunks? It would be nice to have a second swimsuit here.</p>
3.	<p>How are you feeling this week? I heard you twisted your ankle last week. Is it feeling better now? I hope you can walk on it soon. I know you're looking forward to the talent show next week.</p>	<p>I heard you twisted your ankle last week. I hope you can walk on it soon. I know you're looking forward to the talent show next week. I hurt my ankle once and it was a week before I could jump on it again.</p>