

## 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 closing and signature that is written correctly.

	A	B	C
1.	Your Friend, Josh	Your friend, Josh	Your Friend Josh
2.	Yours truly, Cindi	Yours truly, cindi	Yours truly Cindi
3.	Your daughter Isabelle	Your daughter, Isabelle	Your Daughter, Isabelle
4.	Love, Michael	Love Michael	Love, Michael
5.	Your Best Friend, Gabby	Your best friend, Gabby	Your best friend Gabby