FRIENDLY LETTER CHECKLIST

Directions: As you edit each part of your friendly letter, put a smiley face ☺ next to each criterion listed below to show that it is correct or you edited it.

Comma Rules for Friendly Letters

— A comma separates the city and state (or province) in the heading.
   Examples:
   Lowville, NY
   Glenfield, NY
   New Bremen, NY

— A comma separates the day and the year in the heading.
   Examples:
   March, 17, 2009
   January 7, 2003

— A comma is after the last word in the greeting.
   Examples:
   Dear Uncle Bob,
   Dear Aunt Jessica,

— A comma is after the last word in the closing.
   Examples:
   Sincerely,
   Your best friend,
   Truly yours,

Capitalizing Letters

— The first word in the greeting of a friendly letter and **NAMES** of people and places is capitalized. ***example***:

   Dear Grandpa,
   Hi John,
   Greeting friends,

— The first word in the closing of a friendly letter is capitalized, but not the second word. For ***example***:

   Best wishes,
   Thanks again,
   Your best friend,

Smiley Trick: Magic 3

— Extending the series comma **Example**:

We ate **spaghetti** smothered is tomato sauce and meatballs, **tossed salad** with feta cheese and peppercorn dressing, and **garlic bread** smothered in creamy butter.

Friendly Letter Format

	Your Name (Return Address)
	16 River Road (Street)
	Lowville, NY 13367 (City, State, Zip)
Dear _____, (Greeting)	
⟶ (Body) Indent paragraphs 5 spaces. Write in complete sentences. State your reason for writing. Ask how they are doing.	
⟶ Do NOT skip lines between paragraphs. Instead, indent the next paragraph. In the second paragraph, share about your life and the purpose for writing.	
	Your friend, (Closing),
	Sign Your Name

Friendly Letter Spelling Demons

- ☐ they, there, they're
- ☐ your, you're
- ☐ Thanksgiving, holiday, holidays
- ☐ where, when, went
- ☐ sincerely, truly,
- ☐ uncle, aunt, cousin, friend, neighbor, daughter, son, grandmother, grandfather
- ☐ January, February, March, April, May, June, July, August, September, October, November, December