PARTS OF A FRIENDLY LETTER

HEADING
This is your address. Now your friend knows where to send a letter in response.
- Located in the upper right-hand corner.
- Do NOT include your name.
- Street or PO Box is on the top line
- City State Zip Code on the 2nd line
- Indent 3-inches for each line. Use the tab key.
- Skip a line between the address and date.
- Skip 2 lines and then begin salutation.

SALUTATION (GREETING)
This is the greeting of the letter where you say hello.
- Align text left
- Capitalize first word or a salutation: Dear friend,
- Capitalize Names: Dear Uncle Samuel
- Use a comma after the salutation
- Skip 2 lines and begin body paragraph

BODY
This is your message. Use complete sentences, correct grammar, and correct punctuation. Only include information that will interest your reader.
- Left align paragraphs.
- Indent paragraphs.
- Do NOT skip lines between paragraphs.

1ST Paragraph
- Inquire about the readers well being.
  - How have you been?
  - Or How was your trip to _______?
- Explain the reason for writing.

Additional Paragraphs
- Share your news that will interest the reader.
- End with a warm statement:
  - I hope to see you soon.
  - I wish you luck with ____________________.
  - I will see you on _____________________.
- Skip a line before beginning the closing.

CLOSING
Say good-bye to your friend
- Capitalize the first word only: Very truly yours, Your friend, Love

SIGNATURE
- Sign your name on the line below the closing:
  Very truly yours,
  John Smith