Friendly Letters

Friendly letters have five parts:

- **Date** - The date the letter was written should be written at the top right corner of the page.
- **Greeting (also called a salutation)** - Letters usually start by greeting the person it was written for. Most letters start with the word “dear” as a salutation.
- **Body** - The body of the letter includes at least one paragraph, and takes up most of the page. The beginning of each paragraph should be indented, giving a little extra space at the beginning. Each paragraph should have at least three sentences.
- **Closing** - if you know the recipient well, you can use the word “love” as a closing. Otherwise, use the word “sincerely”. The closing word or phrase is always followed by a comma.
- **Signature** - Sign your name at the bottom of every letter you write. If the recipient doesn’t know you very well, write your first and last name.

Label each of these parts on the friendly letter below:

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November 3, 2014

Dear Mom,

Thank you for everything you do. I love reading books and playing on the playground with you. You are the best mom in the whole world!

Love,

Johnny
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