

Writing a Friendly Letter

Heading

Write Today's Date

Greeting

Dear _____

Write the name of the person to whom you are writing in the blank. Put a comma after their name.

Body

Write your message in the body of the letter.

Closing

Examples of closings:

Love,
Sincerely,
Your friend,

Write a closing here. Put a comma after the closing.

Signature

Sign your name here.