

FRIENDLY LETTER FORMAT

What are the Parts of a Friendly Letter?

There are five parts in a friendly letter. The parts of a friendly letter are the heading, the greeting, the body, the closing, and the signature.

- **Heading:** the writer's address and the date of the letter
- **Greeting:** the writer says, "Hello" and greets the reader
- **Body:** the main part of the letter
- **Closing:** the writer politely ends the letter with words like love or sincerely
- **Signature:** the writer signs his or her name

Example

Heading = 22 Main Street

rk 14580

Dear Mike, =



PREVIEW

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ve,

Try This!

1] **56 West Road** is written correctly.

- a] true
- b] false

2] **ames iowa** is written correctly.

- a] true
- b] false

3] **Hi Alex,** is correct.

- a] true
- b] false