

LETTER WRITING

What Are the Two Types of Letters?

There are two **types** of letters, **friendly letters** and **business letters**.

In a **friendly letter**, there are **five** parts: the heading, the salutation, the body, the closing, and the signature.

In a **business letter**, there are **six** parts: the heading, the inside address, the salutation, the body, the closing, and the signature.

Friendly Letters

The **heading** of a friendly letter is written in the upper right corner and contains three **lines**. The **second line** contains the sender's address. The **third line** contains the date.

The **salutation** is the first line of the letter. It shows the relationship between the sender and the receiver.

The **main body** of the letter is the part where the sender writes the message.

The **part** of the letter that comes at the end is the **closing**. It shows the sender's feelings towards the receiver.

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The **last part** of a friendly letter is the **signature**. The signature of a friendly letter is written **under** the closing.

Business Letters

A **business letter** can be written in **block form** or **modified block form**.

The **inside address** of a business letter contains the **name and the address** of the person or company to whom you are writing.

Try This!

- 1] What punctuation mark follows the **salutation** in a business letter?
- a] period
 - b] question mark
 - c] exclamation point
 - d] colon
- 2] What would be an **appropriate closing** to use in a business letter to the chief executive officer of Xerox Corporation?
- a] Love
 - b] Sincerely
 - c] Missing you
 - d] Your friend

A banner featuring a row of ten diverse children standing on a green grassy field. Above them are four thought bubbles containing various educational icons: a cube, a microscope, a protractor, a globe, a chemistry flask, a globe, a pencil, a bar chart, a pie chart, a bar chart, a bar chart, and a calculator. The word "ABC" is also visible in one of the bubbles.

PREVIEW

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