

Friendly Letters Have Five (5) Parts:

1. **The Heading:**

The heading can include your address and the date.

2. **The Salutation (greeting):**

This usually begins with Dear _____. The blank is for the name of the person you are writing. After you write the person's name you put a comma (,).

3. **The Body:**

The body of the letter is the information you are writing in your letter. The body consists of the five (5) paragraphs in your letter.

4. **The Closing:**

In the closing the first word is capitalized and you put a comma after the last word.

Some examples of closings are:

- Sincerely,
- Your friend,
- Love,
- Very truly yours,

5. **Your Signature:**

This is your name. It goes under the closing.