

1 The heading of a letter should contain the return address, which includes the name, street address, followed by the city, state and zip code on the next line. The fourth line is the date.

Writing a Friendly Letter

Ms. Sanjya Messenger
3029 Keller Lane
Funville, Texas 78966
July 26, 2007

Dear Grandma,

2 The greeting means “hello”. Usually, all of the words, which are a part of the greeting, are capitalized. A comma follows the greeting.

I am really enjoying the money you sent for my birthday. I went shopping and bought some special sneakers for hiking. When I come to visit this summer I will bring them so you can see how cool they are!

3 The body of the letter contains the main text or message. Each paragraph should be indented or spaced down if using block form.

Your grandson,

4 The closing means “good-by”. The first word of the closing begins with a capital letter. A comma follows the closing.

Scott

5 The signature tells who wrote the letter. If you write to a family member or close friend, it isn't always necessary to sign your last name.