Name _____ Date _____

Writing *a* Friendly Letter

Date → Greeting, → Body → Closing, → Signature

A. Read the letter. Label the five parts. date greeting body closing signature

November 12, 2026 (1) _____

Dear Grandpa, (2) _____

Thank you for the book about sharks! I read it three times. How is your dog, Buster? I hope you can visit soon. (3) _____

Love, (4) _____

Leo (5) _____

B. Fix the greeting or closing. Add commas and fix capitals.

1. dear Mom _____
2. Your Friend _____
3. Dear Aunt Rosa _____
4. love _____

C. Write your own letter.

Date:

Greeting: Dear

Body:

Closing:

Signature:

Answer Key

B. Fix the greeting or closing.

1. **Dear Mom,** 2. **Your friend,** 3. **Dear Aunt Rosa,** 4. **Love,**

C. Write your own letter.

Answers will vary. Check for all five parts and commas after the greeting and closing.