**A friendly letter has five parts**:

1. Heading – Shows the address of the writer and the date.
2. Greeting – The first word of the greeting is capitalized as well as all proper nouns. It opens the letter. A comma follows the greeting.
3. Body - The content of the letter
4. Closing – the closing is followed by a comma. Only the first word in the closing is capitalized.
5. Signature – tells who wrote the letter.

1.\_\_\_\_Heading\_\_\_\_\_ 1201 Alma Drive

Plano, Texas 75075

December 12, 2009

Dear Mrs. Jones, 2.\_\_\_\_Greeting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for the lovely book you sent our class on *Birds of the Southwest*. It was very helpful with our unit on birds. We really enjoyed the beautiful pictures. 3. \_\_\_\_\_Body\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely, 4.\_\_Closing\_\_\_\_\_\_

5. \_\_\_Signature\_\_\_\_\_