Writing a Friendly Letter
Objectives

✓ Students will:

- Draft a friendly letter in which the content and organization are appropriate to the task, purpose, and audience.
- Create a handwritten, neat final draft.
Why might someone write a friendly letter?

- To share news
- To stay in touch with someone
- To say thank you
- To offer support or encouragement

And many more!
September 10, 2020

Dear Peter,

Have I got news for you! You know how much I’ve always wanted to have my own house. Well, last week I got lucky. I met a farmer with a big load of hay who offered to let me have some. Pig Two is still working on his stick house and Pig Three is taking forever to finish his brick house. But my beautiful straw house is all finished and ready!

I will be having a housewarming party next Thursday the 19th at 5:00 P.M. So please hop on over and help warm up my house. See you there!

Your good friend,

Pig One
5 Parts of a Friendly Letter

- **Heading:** The date.
- **Greeting:** A way to begin the letter.
- **Body:** Your personal message.
- **Closing:** A way to end the letter.
- **Signature:** Sign your name.
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Greetings

✓ Brainstorm different greetings that could be used in a friendly letter. Sometimes the greeting depends on the audience, or who is reading the letter.

— Hi
— Dear
— Hello
— Greetings
The Body of the Letter

✓ Brainstorm different examples of what could be written in the body of a letter. This depends on the purpose of your letter.

— A fun experience
— What you like about the school
— Something you’ve learned
— Special news
The Closing

✓ Brainstorm different closings for a friendly letter. Sometimes the closing depends on the audience, or who is reading the letter.

— Love
— Sincerely
— Your friend
— Yours truly
Today’s Date

Greeting,

Body Paragraphs (might include):

- A thank you note
- A special experience
- Something you learned
- Your favorite...

Closing,
Your Signature
Friendly Letter Checklist

✓ Make sure that you have all the parts of a friendly letter
  — **Heading:** There is a comma between the day and year
  — **Greeting:** Capitalized and a comma after the name
  — **Body:** Paragraphs are intended; sentences capitalized, and end with punctuation.
  — **Closing:** First word is capitalized and a comma is at the end
  — **Signature:** capitalized
  — The message has a friendly tone.
  — Spelling has been checked.
  — The letter is neat.
Happy Trails!