

# Writing a Friendly Letter



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Teaching Tools!

# 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!



# A Friendly Letter

What do you notice about the format?

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.



Greeting:  
A nice way to  
begin the letter.

September 10, 2020

Heading:  
The date.

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!

Body:  
A nice personal  
message.

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!

Closing:  
A nice way to  
end the letter.

Your good friend,  
Pig One

Signature:  
The writer signs  
his/her name.



Capitalize "Dear" and their name. Put a comma after the name.

September 10, 2020

Capitalize the month. Put a comma between the day and year.

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!

Indent each body paragraph. Capitalize each sentence, and put punctuation at the end of every sentence.

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!

Capitalize your name.

Your good friend,  
Pig One

Capitalize the first letter only and put a comma after closing.



# 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



# Rough Draft

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!



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