

Chapter 2

NAME _____

Lesson 1 Parts of a Friendly Letter

A **friendly letter** is a letter written to a family member or friend. It could share family news, personal information, or some good news. Here is a friendly letter that Jennifer wrote to her grandmother.

There is always a **comma** after the person's name.

There is a **date** at the top.

This is the **greeting**. The word *Dear* always begins with a capital letter.

This is the **body** of the letter.

This is the **closing**. The word may be different, but there is always a comma after the word.

The writer always **signs** his or her name.

June 29

Dear Grandma,

Dad just told me your news. I am so sad to hear that Fluffy is sick. You must be sad, too.

I remember when Fluffy was a kitten. She used to chase my feet!

Once, I was sitting at the dinner table. Fluffy jumped up on my lap under the table. She missed my lap, but got my napkin. I got the giggles when I saw her dragging that napkin out of the room.

I hope Fluffy is feeling better by the time you get this letter.

Love,
Jennifer

Why do you think Jennifer wrote this letter? _____

Lesson 1 Parts of a Friendly Letter

Grandma wrote back to Jennifer. Copy the parts of Grandma's letter into the right spots on the stationery.

Dear Jennifer,

July 6

Love,
Grandma

Thank you for your letter, dear. Fluffy is much better, now.
I remember seeing Fluffy with that napkin. I went to the kitchen right after that. I had the giggles, too!