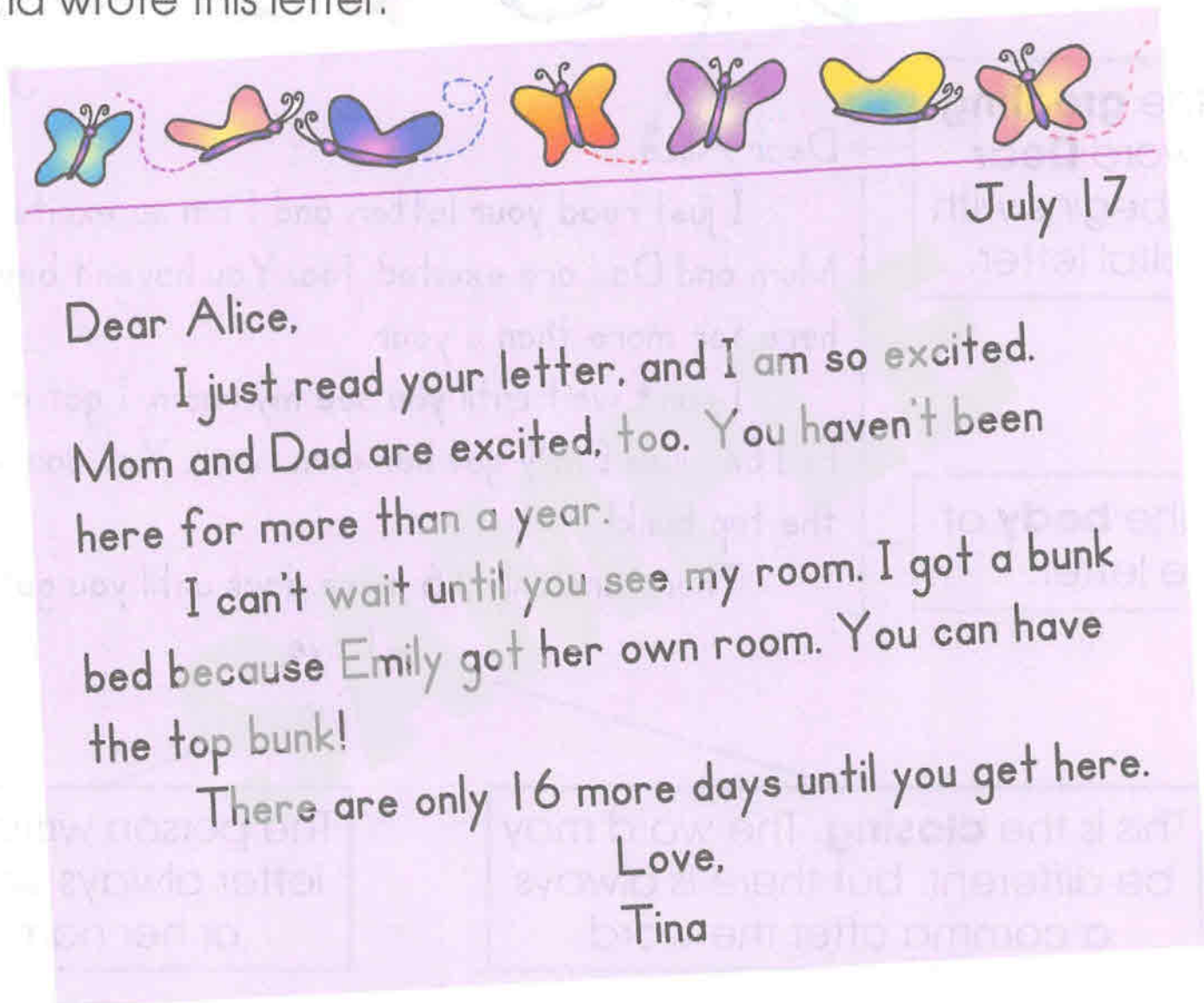


## Lesson 6 The Writing Process: Friendly Letter

When you write a letter to a friend or grandparent, you are writing a friendly letter or e-mail. It is fun to write friendly letters. It's even more fun to get them. Maybe if you send a friendly letter or e-mail, you will get one back.

Tina wrote a friendly letter to her cousin Alice. As you read, think about why Tina wrote this letter.



Tina wrote this letter because \_\_\_\_\_

I might write a friendly letter because \_\_\_\_\_

## Lesson 6 The Writing Process: Friendly Letter

Look at Tina's letter again.

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.

Dear Alice,

I just read your letter, and I am so excited. Mom and Dad are excited, too. You haven't been here for more than a year.

I can't wait until you see my room. I got a bunk bed because Emily got her own room. You can have the top bunk!

There are only 16 more days until you get here.

Love,  
Tina

The person writing the letter always signs his or her name.

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

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



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### Questions to Ask About a Friendly Letter or E-mail

**Is there a date?**

**Does the greeting begin with Dear?**

**Is there a comma after the person's name in the greeting?**

**Is there a comma after the closing?**

**Did you sign your name?**



**Lesson 6** The Writing Process: Friendly Letter

Think of someone you know. Write a letter to that person. Start with the greeting. Next, write the body of the letter. Then, write the closing. Look back at Tina's letter on pages 57 and 58 if you need to. In your letter, tell about something that happened and explain why. This will be your first draft. Later, you will have a chance to make your letter better and write a final copy.



**Lesson 6** The Writing Process: Friendly Letter

Now, look back at your letter on page 59. Is there anything you want to change? Could you add words that tell how something feels or looks?

Write your letter again. Make it even better. When you finish writing, ask yourself the questions on the bottom of page 58. Type your letter and send it as an e-mail.

