

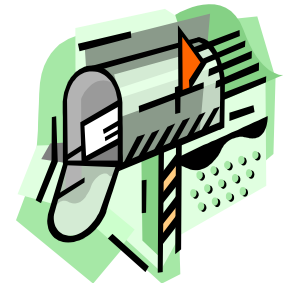
# WHEN WRITING A FRIENDLY LETTER

BE SURE TO:

- ✓ Tell a special friend or relative about what you are doing
- ✓ Make sure your letter has five parts:



	The date
The greeting,	
The body .....	
.....	
.....	
	The closing,
	Your name



- ✓ Include details to help the reader picture what you are telling about and to make your letter more interesting.

