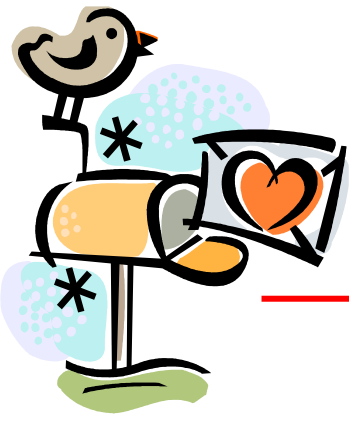


# FRIENDLY LETTER

## Tips for Parts of a Letter

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- Include the five parts in your friendly letter:
  - The date tells when the letter was written.
  - The greeting is a way to say hello.
  - The body is the main part of the letter.
  - The closing is a way to say good-bye.
  - Your name tells who is writing the letter.

- Ask yourself, "Does my letter have the correct information in each part?"

