

WHEN WRITING A FRIENDLY LETTER

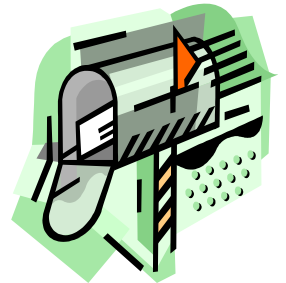
BE SURE TO:

- ✓ Tell a 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



- ✓ Add details to make it interesting to the reader

