

Writing a Friendly Letter

WELCOME

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Teacher Notes

Downloading Fonts
To view this presentation correctly, you will need to download the fonts located in the attachments tab to the left (paperclip tab). If you are unsure how to do this, please visit my website at www.thewrightroom.com/fonts.htm

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The Basics

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Heading

Friendly letters should include a heading. This lets the reader of your letter know your current address and has the date.

address
date

Sometimes you only write the date, especially if you don't a letter to.

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Practice writing a heading. For the address, use your school's address.

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Greetings

Greetings are very important when writing a friendly letter. It's how you say "Hello!" to the reader.

Make sure you skip a line after your heading. Also, always write a comma after the recipient's name.

Dear _____

address
date

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Practice writing a heading and a greeting. For the address, use your school's address. For the greeting, write to your principal.

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The Body

The body is the main text of your letter. This is where you write your paragraphs.

123 Sunny Street
January 20, 2011

Dear Grandma,

How have you been this past year? I have been doing well in school! I got all A's and one B on my report card. This made my mom and dad really happy!

We also got a new puppy! Mommy bought him from a shelter. He is brown with white spots and we named him "Rufus".

How is your new house? I am excited to visit you next week. I'll bring my report card so I can show you.

Be sure to use a "two-finger" indent on each of your paragraphs!

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Spin the wheel and write a letter to the person chosen about something exciting that has happened to you.

Click on me for some cool stationary to use!

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Closing & Your Signature

The closing is how you say good-bye in a letter. Below the closing you sign your name.

123 Sunny Street
January 20, 2011

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How have you been this past year? I have been doing well in school! I got all A's and one B on my report card. This made my mom and dad really happy!

We also got a new puppy! Mommy bought him from a shelter. He is brown with white spots and we named him "Rufus".

How is your new house? I am excited to visit you next week. I'll bring my report card so I can show you.

Sincerely,
Christopher

When you sign your name, you always use your best cursive.

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Letter Prompts

Click below to reveal some fun letter writing prompts!

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friendly letter stationary.pdf

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