Name _____ Date _____

Friendly Letter

Read the letter. Find each part.

date ->

May 3

greeting ->

Dear Grandpa,

body ->

Thank you for taking me to the aquarium. My favorite part was the sea otters. One of them floated on its back and held a shell on its belly. Next time, I want to see the octopus. Can we go again this summer?

closing ->

Love,

signature ->

Maya

Remember: put a comma after the greeting and after the closing. Start each part on a new line.

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Name _____ Date _____

Friendly Letter

Write your letter. Name every part.

Write a thank-you letter to a zookeeper. Tell what you liked best.

Words to use: Dear Your friend

date _____

greeting Dear _____

body _____

closing _____

your name _____

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Name _____ Date _____

Friendly Letter

Write your letter. Name every part.

Write a letter from your pet, or a pet you would like, to you. What would it say?

Words to use: Dear Your friend

date

greeting Dear

body

closing

your name

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Name _____ Date _____

Friendly Letter

Write your letter. Name every part.

Invite a friend to come and meet your class pet. Tell when, where and what you will do.

Words to use: Dear Your friend

date

greeting Dear

body

closing

your name

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Name _____ Date _____

Friendly Letter

Write your letter. Name every part.

Write to a pen pal about an animal that lives near you.

Words to use: Dear Your friend

date

greeting Dear

body

closing

your name

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