



# How to Write a Friendly Letter



**Directions:** Choose a ~~Valentine's Day~~ writing paper and follow the directions below to write a letter to a friend.

1. **Date**- Starting in the upper right corner of your paper, write today's date.
2. **Greeting**- Next, move down and over to the left hand side of your paper to write the greeting. The greeting usually starts with the word "Dear" followed by the person's name who you are writing to and then a comma.
3. **Body**- Now you are ready to write the body of your letter. This is where you will write your message to the person who will receive your letter. Remember to capitalize the first letter of each sentence and end the sentence with the correct punctuation mark.
4. **Closing**- At the bottom right corner of your paper, write the closing. The closing might say "Sincerely" or "Your friend". It is followed by a comma.
5. **Signature**- Under the closing, write your name.