

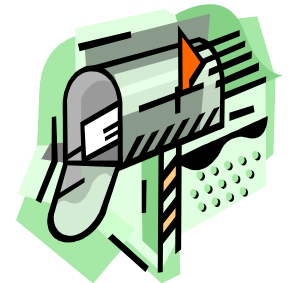
WHEN WRITING A FRIENDLY LETTER

BE SURE TO:

- ✓ Tell a special 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 |



- ✓ Include details to help the reader picture what you are telling about and to make your letter more interesting.

