

Write Right!

Writing Letters

Every letter has 3 important parts:

1. The Greeting – This is where you say hello.

*Dear Grandma,
Dear Uncle Bob,*

2. The Body – This is where you say everything that you want to say. In a letter to a relative, you will probably want to say what has happened recently, what you are doing now, and what you will do in the near future.

Last week I went to an amusement park with my friends. It was a lot of fun...

I am in eighth grade now. Some of my classes are a little hard, but I have a lot of nice friends...

Next month we will come visit you. I can't wait! We can watch movies, and I hope we can make chocolate chip cookies together!

3. The Closing – This is where you say goodbye. Some common closings are:

*Sincerely,
Love,
Best Regards,
With love,
Your friend,
Yours,
Hope to hear from you soon,*