

## Friendly Letter Rough Draft

Name\_\_\_\_\_

A friendly letter has five parts:

Heading: 3 lines – street address; city, state, and zip; date

Greeting: "Dear" Name

**Body:** A paragraph making up the letter itself

Closing: “Sincerely,”

Signature: Your first and last name in cursive

You are going to write a friendly letter as directed by your teacher. Use this paper to write your rough draft, and do your final copy on the stationary provided. The final copy should be colored.

The body of your letter should be at least five sentences long, and should include the information your teacher outlines to you.

Use a good topic sentence and a good closing sentence.

HEADING -->

242 7<sup>th</sup> Street  
Marietta, OH 45750  
October 1, 2007

Dear \_\_\_\_\_,      ←---GREETING

←-- BODY

CLOSING -→

Sincerely,

SIGNATURE -→