

## FRIENDLY LETTER CHECKLIST

**Directions:** As you edit each part of your friendly letter, put a smiley face ☺ next to each criterion listed below to show that it is correct or you edited it.

### Comma Rules for Friendly Letters

- A comma separates the city and state (or province) in the heading.

**Examples:**

Lowville, NY  
Glenfield, NY  
New Bremen, NY

- A comma separates the day and the year in the heading.

**Examples:**

March, 17, 2009  
January 7, 2003

- A comma is after the last word in the greeting.

**Examples:**

Dear Uncle Bob,  
Dear Aunt Jessica,

- A comma is after the last word in the closing.

**Examples:**

Sincerely,  
Your best friend,  
Truly yours,

### Capitalizing Letters

- The first word in the greeting of a friendly letter and **NAMES** of people and places is capitalized. **example:**

Dear Grandpa,  
Hi John,  
Greeting friends,

- The first word in the closing of a friendly letter is capitalized, but not the second word. For **example:**

Best wishes,  
Thanks again,  
Your best friend,

### Smiley Trick: Magic 3

— Extending the series comma **Example:**

We ate **spaghetti** smothered in tomato sauce and meatballs, **tossed salad** with feta cheese and peppercorn dressing, and **garlic bread** smothered in creamy butter.

### Friendly Letter Format

	Your Name (Return Address)
	16 River Road (Street)
	Lowville, NY 13367 (City, State, Zip)
Dear _____, (Greeting)	
→ (Body) Indent paragraphs 5 spaces. Write in complete sentences. State your reason for writing. Ask how they are doing.	
→ Do NOT skip lines between paragraphs. Instead, indent the next paragraph. In the second paragraph, share about your life and the purpose for writing.	
	Your friend, (Closing),
	Sign Your Name

### Friendly Letter Spelling Demons

- ☐ they, there, they're
- ☐ your, you're
- ☐ Thanksgiving, holiday, holidays
- ☐ where, when, went
- ☐ sincerely, truly,
- ☐ uncle, aunt, cousin, friend, neighbor, daughter, son, grandmother, grandfather
- ☐ January, February, March, April, May, June, July, August, September, October, November, December