

(Composition Construction)

Writing a Friendly Letter

One way to talk with people who live far away is to send letters. Sometimes you may want information or materials. At other times you may want to keep in touch with people you care about. Occasionally you may need to thank someone for a gift, or invite a friend to visit.

Letters that are written to relatives and good friends are called **friendly letters**. A friendly letter has five parts. Here is how your letter should be organized.

1. Heading
(your address and the date)
2. Salutation
(followed by a comma)
3. Body
(tell your friend what you would say if you were with her)
4. Closing
(use a comma; only the first word has a capital)
5. Signature
(sign your name clearly)

① Riske Creek, B.C. VOL ITO
May 14, 2003

Dear Courtney, ②

As you know, last summer Uncle Pete and I bought the Running W Ranch. This morning, while we were talking, we realized that it has been almost three years since you visited us. We wondered if you would like to spend August on the ranch with us. You could bring a friend with you.

There is plenty to do on the Running W. We have horses to ride and there are many trails to explore. Uncle Pete will teach you how to rope ③ calves, if you would like to learn. At the end of August, there is a rodeo near us.

The ranch is only a short distance from Lake Telkwa, where there is good fishing and swimming. We also have a canoe that you could borrow to investigate the Big Horn River, which flows through the ranch.

I do hope you will be able to come. Please say hello to your mother and father for us.

With love, ④
Aunt Sheryl ⑤

When you write a friendly letter, keep these points in mind.

1. Start the heading a little to the right of the middle of the page.
2. Skip a space between the heading and the salutation.
3. Skip a space between the last line of the body and the closing.
4. Start the closing directly under the first letter or number in the heading.

