

PARTS OF A FRIENDLY LETTER

Match the definitions/terms to the correct part of the letter by drawing a line from the letter part to the correct definition.

1

HEADING

a

The name of the person writing the letter is signed here.

2

CLOSING

b

This is where you write your message. This is where you make and explain your points.

3

SIGNATURE

c

This is where you say hello.

4

BODY

d

Your way of saying goodbye

5

GREETING

e

This is where you write your address and the date