

Topic: Elements of a message

Word Bank

Message	Receiver	Opening	Farewell
Date	Closing	Greeting	Sender

September 17th, 2021

Dear Sara,

How are you? I would like to invite you to my birthday party. The party will next Saturday September 25th 2021 in Kidzania from 3:00-7:00 pm. You can bring your sister too. I hope you can come!

Your friend,

Howie Smith

The worksheet features a paperclip icon at the top left. Red arrows point from empty boxes to the following elements: the top left corner, the date, the opening 'Dear Sara,', the main body of the letter, the closing 'Your friend,', the signature 'Howie Smith', and the bottom right corner.