

The Friendly Letter

1. A friendly letter has _____ parts. (Write the number on the line.)
2. Which punctuation mark is placed at the end of the greeting?
(Write the letter in the box that represents the answer.)
 - a. colon (:)
 - b. period (.)
 - c. comma (,)
 - d. apostrophe (')
3. Do not place the _____ on the envelope. *(Write the letter in the box that represents the answer.)*
 - a. writer's name
 - b. date
 - c. receiver's name
 - d. writer's P. O. Box
4. Salutation is a **synonym** for the word _____.
5. What is the name of the writer in the letter below? _____
6. Label the parts of the friendly letter below.

P. O. Box N-391
Nassau, The Bahamas

8th October 2020

Dear Deon,

It has been a few months since we have seen each other. I really enjoyed our time together during the summer riding our bikes and climbing coconut trees.

Christmas is approaching and I would like to invite you to my family's holiday celebration. During the Christmas holiday we eat traditional Bahamian dishes, go to the holiday carnival and Junkanoo. Best of all, we exchange gifts.

I am certain you will enjoy spending the holidays with us. I cannot wait to see you!

Your friend,
Jadon