

Letter Writing - Parts of a Letter

Identify the parts of this friendly letter by dragging each word to their correct spaces.

closure

body

greeting

address

date

signature

1.

1.

6 Palm Street,
Port Antonio P.O.,
Portland

2.

2.

June 2nd, 2021.

Dear Aunt Sarah,

3.

4.

I am writing to say how thankful I am for the lovely tablet that you sent for my birthday. I was very happy when Uncle Robert took it to me and said it was a birthday gift from both of you.

Mother and Father have promised me that they will connect it to the internet so I will have access to my Google Classroom. I am really excited about this. I am sure that I will learn many new things and will be able to do my homework more easily.

I like the tablet very much and the first card I make on it will be a gift for both of you.

I really appreciate the gift and I promise to take good care of it.

5.

5.

Your nephew,

6.

6.

James

Read the letter carefully. Select the correct answer for each question.

1. A letter has:

- (A) 3 parts
- (B) 5 parts
- (C) 6 parts

2. What is the Greeting?

- (A) Your friend
- (B) Dear Aunt Sarah
- (C) Thank You

3. Who wrote the letter?

- (A) Aunt Sarah
- (B) Uncle Robert
- (C) James

4. James promised to make:

- (A) a card
- (B) a book
- (C) a gift

5. Which parish was the letter coming from?

- (A) Clarendon
- (B) Port Antonio
- (D) Portland

6. Why must a letter have an address?

7. What does the word "appreciate" mean?