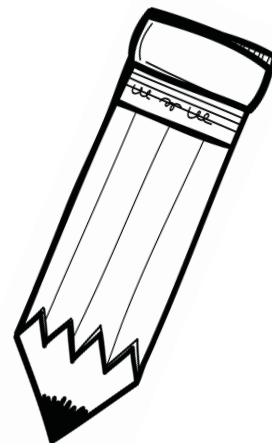


Parts of a Letter

A *thank you* note is an example of a friendly letter. It has five parts. Label the parts of the *thank you* letter below.

1. body
2. closing
3. greeting
4. heading
5. signature



November 20, 2015

Dear Angela,

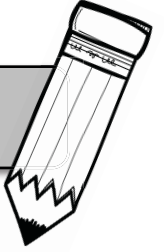
Thank you for all the nice things you have done for me this year. You are a good friend. I appreciate all the times you made me laugh. You always know how to cheer me up! Thanks for sharing your new games with me and showing me how to play them. I am a much better player now. You are a great teacher!

I am very grateful to have you as a friend. I hope that we stay friends for a long time!

Your friend,
Sophia

Name _____ Date _____

Thank You Letter - Checklist



- I wrote in complete sentences.
- I included examples that show *why* I am thankful.
- I capitalized the first letter of each sentence.
- I used correct punctuation at the end of each sentence.
- I included all the parts of a letter. (heading, greeting, body, closing and signature)
- I wrote neatly.
- I read my work to make sure my writing makes sense.