Friendly and Business Letters

By David S. Dye M.ED



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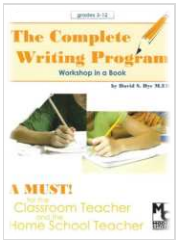
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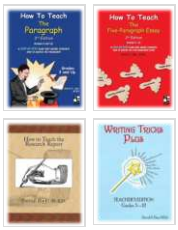
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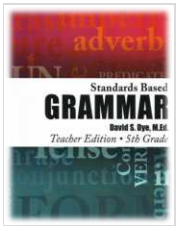
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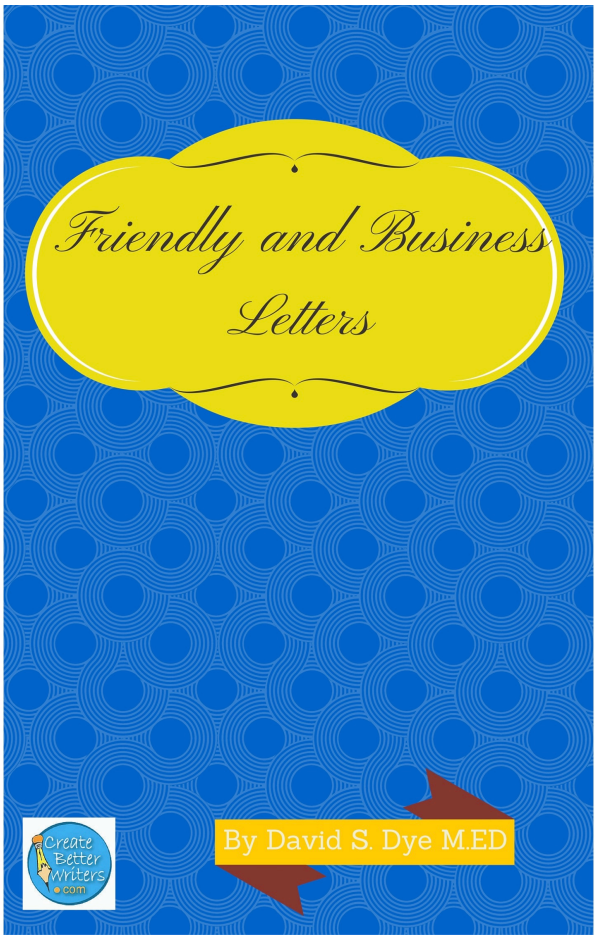
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Thank you for purchasing this eBook. These worksheets come from *Standards Based Grammar: Grades 3 (Friendly Letters) and 6 (Business Letters)* and are organized in a way to maximize learning.



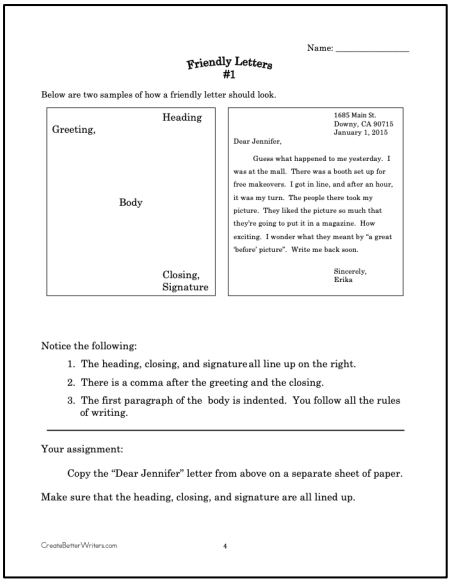
Objective: The purpose of this book is to help students learn to format and write friendly letters and business letters.

Students will begin to accomplish this objective by memorizing the five parts of a friendly letter. Next, they will learn to format and write friendly letters. Finally, they will compare the parts of a friendly letter to a business letter and practice writing business letters.

Introduction:

In the electronic age, writing friendly and business letters complete with headings and closings is becoming a lost art. Students learn the skill in primary grades and typically forget about it. Honestly, the only reason I teach letter writing skills is to give students a basic understanding that there is a formal way to write letters. When the time comes to actually write a real, honest-to-goodness letter on actual paper, a quick search on the Internet is all that is needed to refresh their memories for proper formatting.

That being said, a good, systematic method for teaching letter writing is still needed to help the students internalize the need for proper formatting. That's the purpose of this eBook. Students will begin by memorizing the five parts of a friendly letter. This knowledge is something all well-educated students should know. Next, they will practice writing more than a dozen one-sentence letters to practice lining up the heading, closing, and signature.



Name: _____

Friendly Letters #1

Below are two samples of how a friendly letter should look.

Greeting,

Heading

Body

Closing,
Signature

1685 Main St.
Downy, CA 90715
January 1, 2015

Dear Jennifer,

Guess what happened to me yesterday. I was at the mall. There was a booth set up for free makeovers. I got in line, and after an hour, it was my turn. The people there took my picture. They liked the picture so much that they're going to put it in a magazine. How exciting. I wonder what they meant by "a great 'before' picture". Write me back soon.

Sincerely,
Erika

Notice the following:

1. The heading, closing, and signature all line up on the right.
2. There is a comma after the greeting and the closing.
3. The first paragraph of the body is indented. You follow all the rules of writing.

Your assignment:

Copy the "Dear Jennifer" letter from above on a separate sheet of paper.

Make sure that the heading, closing, and signature are all lined up.

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Next, the students practice writing business letters. There are several ways to write them, but this book will just focus on the block letter. Having just practiced the friendly letter, the teacher should point out the differences between the two. Two headings and different formatting may not seem like a big difference, but some students still struggle with the change.

There are no worksheets that require students to write actual letters. I would encourage teachers to have students write letters to each other. When I taught the 4th grade, my students' test was to write me a letter and mail it to me. When I taught 3rd grade, I had the students partner with a mystery 3rd grader from another class. They would write letters about what was happening in their lives. At the end of the month, we would meet before recess and reveal their mystery pen pals. The next month we would start over with new pen pals. It's fun to actually have the teacher be one of the pen pals, which always adds an element of surprise to the project.

Enjoy!



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Unit 1

Friendly Letters

Teaching students to write the friendly letter is actually very easy. In a matter of minutes, you can show your students how to remember the five parts of the friendly letter forever. I have students return to me years later who still remember the trick you are about to learn.

Once your students have memorized the five parts of the friendly letter, you can then have them practice formatting the letter.

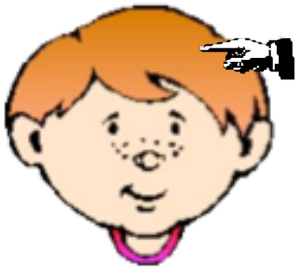
Memorizing the Parts of the Friendly Letter

Before teaching the students the parts of a friendly letter, have a sample of a friendly letter on a poster or overhead so you can refer to each part as the students memorize them. By the time you finish showing your students how to use this trick, they will be saying the five parts in less than three seconds.

Since the five parts of the friendly letter have so many similarities to the human body, we are going to use our own bodies to help remember the parts of the friendly letter.

Step 1 – **Heading**

The top of the friendly letter is the "heading." Explain to the students that the heading includes the Address; City, State Zip Code; and Date. The purpose of the heading is to allow the person receiving your letter the opportunity to know where to send a return letter.



Our head is at the top of our body so the heading is at the top of the letter. Have the students point to their heads and say, "heading."

Thank you for previewing

Friendly and Business Letter Writing

Name: _____

Friendly Letters #1

Below are two samples of how a friendly letter should look.

Heading Greeting, Body Closing, Signature	1685 Main St. Downey, CA 90715 January 1, 2025 Dear Jennifer, Guess what happened to me yesterday. I was at the mall. There was a booth set up for free makeovers. I got in line, and after an hour, it was my turn. The people there took my picture. They liked the picture so much that they're going to put it in a magazine. How exciting. I wonder what they meant by "a great 'before' picture." Write me back soon. Sincerely, Erika

Notice the following:

1. The heading, closing, and signature all line up on the right.
2. There is a comma after the greeting and the closing.
3. The first paragraph of the body is indented. You follow all the rules of writing.

Your assignment:

Copy the "Dear Jennifer" letter from above on a separate sheet of paper.

Make sure that the heading, closing, and signature are all lined up.

Name: _____

Friendly Letters
#2

Headings

The heading of a friendly letter looks like this:

Address	555 Elm St.
City, State Zip Code	Redding, CA 91343
Date	April 7, 2026

Directions: Put the headings from each box in the correct order. Write each one on the lines to the right.

1. 314 Clarke Ave.
December 15, 2000
Downey, CA 90239

_____
_____
_____

2. 5063 Fallin Ave.
Torrance, CA 90703
March 10, 2028

_____
_____
_____

Thank you for previewing
Friendly and Business Letter Writing

Name: _____

Friendly Letters #5

Directions: On a separate sheet of paper, rewrite the letters below. Be sure to put them in the proper order.

#1

April 1, 2013 / 911 Beach Blvd. / Seattle, WA 98103 / I'm staying here at camp for two more weeks. April Fools! See you on Saturday. / Your son, / Dear Mom, / Ryan

#2

June 14, 1856 / 487 Jungle Rd. / Miami, FL 33125 / Jane / Thank you for the lovely time in your jungle. I loved your tree house. Say hello to your animal friends. / Your friend, / Dear Tarzan,

Thank you for previewing
Friendly and Business Letter Writing

Unit 2

Business Letters

Name: _____

Business Letters #1

Below is a sample of how a **Full Block** business letter should look. (There is also a semi-block and a modified block style.) Use this to help practice writing business letters.

Author's Heading

Recipient's Heading

Greeting:

Body

Closing,

Signature

3954 Hill Lane
San Francisco, CA 94102
February 18, 2017

Mr. Dumpty, Wall Inspector
The Fairy Tale Repair Company
3952 Yoke Ave.
Springfield, IL 62702

Thank you for previewing
Friendly and Business Letter Writing

Name: _____

Business Letters #2

Directions: On a separate sheet of paper, rewrite the business letters below. Be sure to put them in the proper format.

#1

4597 Snowy Hill St. / January 10, 2009 / Juneau, AK 99801

Anchorage, AK 99504 / Buster's Hiking Supplies / 9128 Packer Blvd. /

Buster Brown, Tour Guide / Harriet Hiker / Please send me information about your hiking tours. / Sincerely, / Dear Mr. Brown:

Thank you for previewing
Friendly and Business Letter Writing