

# FRIENDLY LETTER RULES



## H HEADING:

Prince Heading giggled: "First you capitalize the month, write the date with a common, then the year. Good luck with your letter, filled with news and good cheer!"



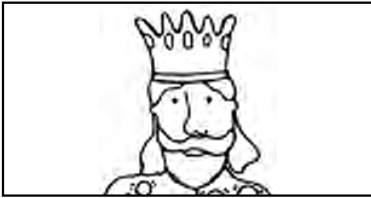
## G GREETING:

Dear Lion roared: "Capitalize Dear and the name, then end it with a comma. Keep the Greeting simple, without the drama!"



## O OPENING:

Queen Manners declared: "Indent, then write 'How are you?' with a capital and question mark, that's all you do."



## T TOPIC SENTENCE:

King Idea bellowed: "Ask a question or tell some news! Make it important and you won't lose."



## 1-2-3 DETAILS:

The Duke of Details announced: "Write one, two, three details that tell about your news. Make sure you stick to the topic, don't get confused!"



## G GOODBYE:

Sir Gallant of Goodbyes stated: "Write a sweet ending, make it polite. 'Write me back soon.' may sound just right."



## C CLOSING:

The Knight of Closing demanded: "Capitalize the first word and place a comma at the end. This is my Closing rule that noone shall bend!"



## S SIGNATURE:

Friendly Fairy sang: "Your letter was perfect, so please sign your name. You have won Friendly Letter fame!"



# Letter Parts Menu



October 12, 2006

Oct. 12, 2006

10-12-06



Dear Sammy,  
My Darling Sara,  
Hello Marty,



How are you? I hope you are well.  
Thank you for your delightful letter.  
What a pleasure to hear about...



I have (wonderful, exciting, hilarious) news.  
You will never believe what happened.  
Will you...? Are you...? Can you...? Did you...?



First, During..., On Friday/ Last week..., While...,  
Next, Then, Since..., Afterward..., Later...,  
Finally, In the end, Consequently,



Please write me back soon.  
I am looking forward to your response.  
I miss you and hope too hear from you soon.



Yours truly,  
Sincerely,  
Your friend,



Mary Green 

# Letter Parts Menu



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# Friendly Letter Brainstorm Page



