

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Answers (Answers will vary)  
**Letter Writing Match-up**

Use the words from the first word bank to help you write a friendly letter. You do not have to use all the words. After you have written a friendly letter, draw arrows and label each part of the friendly letter with words from the second word bank.

**Word Bank #1: Words that I can use in a friendly letter**

Your friend	Yours truly	Road/Street	Dear	Sincerely
-------------	-------------	-------------	------	-----------

**Word Bank #2: Parts of a friendly letter**

Body	Signature	Heading	Closing	Greeting
------	-----------	---------	---------	----------

My Friendly Letter:

9870 Riverfront Drive

Alexandria, WI 52334

December 17, 2017

Dear Linda,

I am so excited because my grandmother is coming to visit today. We don't see her that often because she lives across the country. Sometimes we are able to go to visit her, but that means we have to fly in an airplane. That is expensive for our family to buy six tickets. Have you ever flown in an airplane? If you have flown in an airplane, where have you visited?

When my grandmother gets here we are going to surprise her. I helped my mom clean the guest room and we bought her a special vase of flowers. At the airport, we will hold a sign and balloons. I think she will be really surprised. It sure is a lot of fun to surprise my friends and family! Do you like to do special things for your family members and surprise them?

Sincerely,

Alaina

Heading

Greeting

Body

Closing

Signature