



The Parts of a Letter

A letter usually includes the following parts:

The heading of the letter usually includes the address and date at the top of the letter.

The greeting is the opening like *Dear Mom* followed by a comma for a friendly letter or a colon for a business letter.

The body is the heart of the letter. This is where you write your message. Remember to keep your writing clear and easy to read. Write for your reader!

The closing is the ending of your letter. Sign your name at the end of the letter under a closing word such as *Sincerely* followed by a comma.

Here are some common abbreviations that you may need when you have small spaces to write a word.

- N. north
- S. south
- E. east
- W. west
- St. street
- Ave. avenue
- Blvd. boulevard
- Rd. road
- Dr. drive
- Ln. lane
- Cr. circle
- XING crossing
- Hwy. highway
- I interstate

