



Writing a Friendly Letter

Practical/Informative Essay

Name _____

Dear Mr. Henshaw is written entirely in the form of friendly letters. There are five main parts to a friendly letter:

1. **Heading**—The heading is written in the upper right-hand corner. It contains the return address—street name on first line, city, state, and zip code on the second line. The third line is the date. (Leigh’s letters were a little less formal. His headings only included the date.)
2. **Greeting**—Skip a line after the heading and begin the greeting at the left-hand margin, followed by a comma. Greetings often start with the word “Dear.”
3. **Body**—The body presents the information you want to communicate. Each paragraph should be indented.
4. **Closing**—This is the way you say good-bye. It should begin with a capital, be written on the right-hand side, and followed with a comma (Your friend, Sincerely...).
5. **Signature**—The signature identifies the writer. It is written directly beneath the closing and should always be handwritten.

Mr. Henshaw was a very special person to Leigh. Think of a teacher who is special to you. Write that teacher a friendly letter. Why was this teacher so special? Do you have a specific memory? What are some examples that show how this teacher was special? Would you like to thank this teacher? Remember to include all five parts of a friendly letter.
