

WRITING LETTERS – STUDY CHART

1. Friendly Letters

- a. **Heading** – The heading includes your address and the date.
- b. **Greeting or Salutation** – The greeting usually begins with Dear_____. The blank is the person to whom you are writing. A comma always follows the Greeting or Salutation.
- c. **Body** - The body of the letter is the information that you wish the reader to know. In a friendly letter the information is personal because you are writing to someone you know who is interested in you and what you are doing.
- d. **Closing** – Only the first word of the Closing is capitalized. A comma always follows the Closing.

Some examples are:

Sincerely,
Sincerely yours,
Your friend,
Fondly,
Very truly yours,

- e. **Signature** – The signature is your name. It goes under the Closing.

2. Business Letters

- a. **Heading** – Again, the Heading contains your address and the date.
- b. **Inside Address** – This is the name and address of the person to whom you are writing. The person’s title is also included if it is known.
- c. **Greeting or Salutation** – Many times the Greeting for a business letter begins with Dear Sir or Dear Madam depending on the identity of the receiver. If the person is unknown, the letter usually begins with Dear Sir or Madam. In a business letter, a colon always follows the Greeting. (:)
- d. **Body** – Again, the body is the information you are sending. Because it is to someone you probably don’t know the writing should be more formal.
- e. **Closing** – The Closing in a business letter is usually Sincerely. Only the first word is capitalized and a comma follows.
- f. **Signature** – This is your name. In a business letter you should always put your first and last name. The Signature goes under the Closing.

	Heading
Inside Address (Business Letter only)	
Greeting	
Body _____	

	Closing
	Signature