

# Friendly Letter 1

Heading  
Sender's Address > 123 Mark Twain Rd.  
Date  
Month, day, and year > Springfield, MI 77741  
August 22, 1897

Don't forget important commas.  
Between city and state, between day and year,  
after the greeting, and after the closing.

## Greeting or Salutation

< Dear Mark, > Place a comma after the greeting  
in a friendly letter.

## Body

< What you'd like to share with your friend. >

NOTE : Don't forget commas in the closing.

## Closing

Sincerely, Yours Truly, With love, ..... > \_\_\_\_\_

## Signature

Sign your name here. > \_\_\_\_\_

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## Friendly Letter 2

Heading

Sender's Address >

123 Mark Twain Rd.

Springfield, MI 77741

*Don't forget important commas.*

*Between city and state, between day and year,  
after the greeting, and after the closing.*

August 22, 1897

Date

< Month, day, and year

Greeting or Salutation

< Dear Huck, Place a comma after the greeting  
in a friendly letter.

Body

< What you'd like to share with your friend. >

NOTE : Don't forget commas in the closing.

Closing

Sincerely, Yours Truly, With love ..... >

Signature

Sign your name here. >

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# Business Letter 1

## Heading

Sender's Address \_\_\_\_\_

And date \_\_\_\_\_

> \_\_\_\_\_

NOTE : Don't forget commas in the address.

## Inside Address

< Recipient, the company or person you are writing the letter to.

## Greeting or Salutation

< Dear Mr. Twain. Place a colon after the greeting in a business letter.

## Body

< What you'd like to share with the company or person. >

NOTE : Don't forget commas in the closing.

## Closing

Sincerely, Thank you, ..... >

## Signature

Sign your name here. >

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## Business Letter 2

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### Heading

< Sender's Address and date

NOTE : Don't forget commas in the address.

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### Inside Address

< Receptient, the company or person you are writing the letter to.

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### Greeting or Salutation

< Dear Mr. Twain. Place a colon after the greeting in a business letter.

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### Body

< What you'd like to share with the company or person. >

NOTE : Don't forget commas in the closing.

### Closing

Sincerely, Thank you, ..... >

### Signature

Sign your name here. >

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