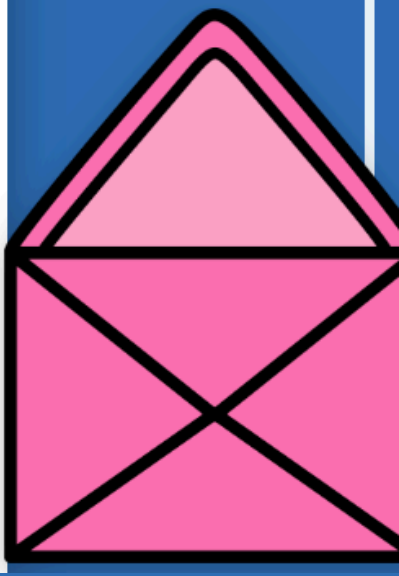
FRIENDLY LETTERS

PARTS OF A LETTER + 6 TYPES, GRADES 1-3





74 PAGES



Bright Path Sped

Start Here

Friendly Letter Writing Unit: parts of a letter, 6 letter types, grades 1-3

Quick start

1. Teach the five parts with the anchor chart (page 3) and a model letter.
2. Sort and label the parts (pages 12-14), cut and glue a letter (pages 15-16), then plan (pages 17-19).
3. Pick a letter type and its frame (pages 20-25), write, address an envelope, and check.

What's inside

Activity	Pages	Level
Parts of a friendly letter anchor chart: heading, greeting, body, closing, signature	3	-
6 model letters of our own, one for each letter type, with the five parts in color	4-9	-
Greetings and closings word bank: 12 words and phrases, plus a try-it box	10	●
Helper words for the body: 24 words in 4 groups, plus a sentence box	11	-
Sort and label the parts: cut and glue at two levels (8 pieces, 3 are not parts), then write them	12-14	● ■ ▲
Cut and glue a letter: 5 strips to cut, a glue page to put them in order	15-16	-
Plan my letter: who, what kind, first-next-last	17-19	● ■ ▲
6 letter frames: thank you, invitation, get well, news, ask a question, apology	20-25	●
Write a letter: all five parts, three levels	26-28	● ■ ▲
Address an envelope: trace, copy, then your own	29-31	● ■ ▲
Three letter papers: lined, picture box, dotted	32-34	-
Check my letter: 6-item checklist	35	-
Congratulations certificate	36	-
Ink-saver, black-and-white copies of every student page above	37-70	line art
Answer key	71	-
Note for families to send home	72	-

How to use it

- The five parts keep one color on every page: Heading, Greeting, Body, Closing and Signature.
- Three levels, marked with a small shape: ● **starting** - starters printed, or color-matched boxes; ■ **building** - labels only; ▲ **ready for more** - your own letter.
- Read a model letter aloud (page 4) and have children point to each part before they write.
- Print in color, or use the ink-saver copies on pages 37-70.

Good to know

Every letter, name and address in this unit is invented. Your class's own writing routines and your district's expectations come first.

Our class letter plan: _____

PREVIEW

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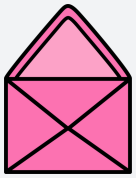
My name _____

Read the five parts.



Parts of a Friendly Letter

Heading
the date

May 4, 2027

Greeting
say hello

Dear Grandma,

Body
your message

Thank you for the red scarf. It is soft and warm.

Closing
say goodbye

Love,

Signature
your name

Mia

Example letter. The name is made up.

PREVIEW

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My name _____

Read the letter. Find the parts.



News Letter

Heading	April 12
Greeting	Dear Aunt Kay,
Body	I have big news! I lost my first tooth today. I put it under my pillow.
Closing	Love,
Signature	Jada

Example letter. The names are made up.

PREVIEW

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My name _____

Pick helper words. Use them.

Thank you words

thank you | kind | gift | helped | love | nice

Feeling words

happy | excited | proud | sad | sorry | glad

Time words

today | soon | Friday | next week | after school | last night

Asking words

can | will | when | where | why | please

Write a sentence with a helper word.

PREVIEW

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My name _____

Cut the strips.

Love,	May 20
I made a card for you at school. It has a big blue heart. I hope you like it.	
Ben	Dear Mom,

PREVIEW

The five parts of a friendly letter

- Heading
- Greeting
- Body
- Closing
- Signature

The letter is made up.

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My name _____

Plan your own letter.

Who is my letter to?

My letter is a

First, I will say

Next, I will say

Last, I will say

PREVIEW

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My name _____

Write a letter with your news.



News Letter

Heading

Date _____

Greeting

Dear _____

Body

I have news!

It happened at

I felt

Closing

Pick one: Love, Your niece or nephew,

Signature

Your name _____

PREVIEW

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My name _____

Write your letter.

Circle the kind of letter you are writing.

Thank You | Invitation | Get Well | News | Ask a Question | Apology

Heading

Greeting

Body

Closing

Signature

PREVIEW

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My name _____

Write your letter.

Date _____

Dear _____

PREVIEW

Closing _____

Name _____

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My name _____

Color it. Sign it.

Congratulations!



You wrote a friendly letter
with all five parts.

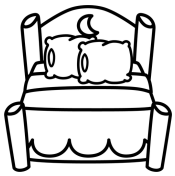
Heading Greeting Body Closing Signature

Name _____ Date _____

PREVIEW

My name _____

Read the letter. Find the parts.



Get Well Letter

Heading	March 9
Greeting	Dear Mr. Lee,
Body	I heard that you were sick. I hope you feel better soon. We miss you in our class.
Closing	Your student,
Signature	Ava

Example letter. The names are made up.

PREVIEW

My name _____

Read the words. Use them.

Greetings: say hello

Dear Grandma,

Dear Mr. Lee,

Dear Ben,

Hi Mom,

Hello Aunt Kay,

Dear Ms. Park,

Closings: say goodbye

Your friend,

Love,

From,

Your pal,

Sincerely,

Best wishes,

Try it. Pick a greeting and a closing.

My greeting

My closing

PREVIEW

My name _____

Write each part name.



_____	March 9
_____	Dear Mr. Lee,
_____	I heard that you were sick. I hope you feel better soon. We miss you in our class.
_____	Your student,
_____	Ava

Word box

Title	Body	Closing
Page	Stamp	Heading
Greeting	Signature	

PREVIEW

My name _____

Plan your own letter.



Who is my letter to?

My letter is a

First, I will say

Next, I will say

Last, I will say

PREVIEW

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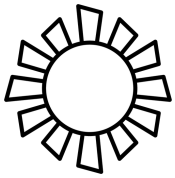
My name _____

Write a letter with your news.



News Letter

Heading	Date _____
Greeting	Dear _____
Body	I have news! _____ It happened at _____ I felt _____
Closing	Pick one: Love, Your niece or nephew,
Signature	Your name _____

PREVIEW

My name _____

Write your letter.

Heading
the date

Greeting
say hello

Body
your message

Closing
say goodbye

Signature
your name

PREVIEW

My name _____

Address your envelope.

Your own envelope

From

Stamp

To

PREVIEW

Check my envelope

- ☐ Return address
- ☐ Name
- ☐ Street
- ☐ City, state, ZIP
- ☐ Stamp spot

Who will get my letter? _____

Use a real person and a real address only if your teacher says so.

My name _____

Check your letter.

☐	I wrote the date in the heading.	Heading
☐	I wrote Dear and a name, then a comma.	Greeting
☐	My body tells my message.	Body
☐	I wrote a closing and a comma.	Closing
☐	I signed my name.	Signature
☐	My sentences start with a capital letter.	Capitals

One thing I will fix:

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A Letter Home

Date: _____

Dear families,

We are learning to write friendly letters. A friendly letter has five parts:

Heading **Greeting** **Body** **Closing** **Signature**

The **heading** is the date. The **greeting** says hello, like Dear Grandma, with a comma. The **body** is the message. The **closing** says goodbye, like Love, with a comma. The **signature** is the name of the writer.

Try it at home

- Ask your child to show you the five parts on the letter they wrote.
- Write a thank you note, an invitation or a get well card to someone your child knows.
- Address the envelope together: the return address goes in the top left corner, the name and address in the middle, and the stamp in the top right.
- Mail it, and ask your child to watch for a letter back.

Our letter this week

We are writing a _____ letter to _____.

Please send back by: _____

Thank you for helping,

_____ (teacher)

Fill in the blanks with your own class details before you copy this page.

PREVIEW