

# How to Write a Friendly Letter with an Algorithm

Created by Deirdre Smith of JDaniel4's Mom

Name: \_\_\_\_\_

## when run

Add the heading (the date) to the letter.



Add the greeting to the letter.



Write your message in the body of the letter.



Add your closing to the letter.



Write your name on the signature line.



JDaniel4sMom.com

## How to Write a Friendly Letter with an Algorithm

\_\_\_\_\_ , \_\_\_\_\_  
Greeting Heading

\_\_\_\_\_

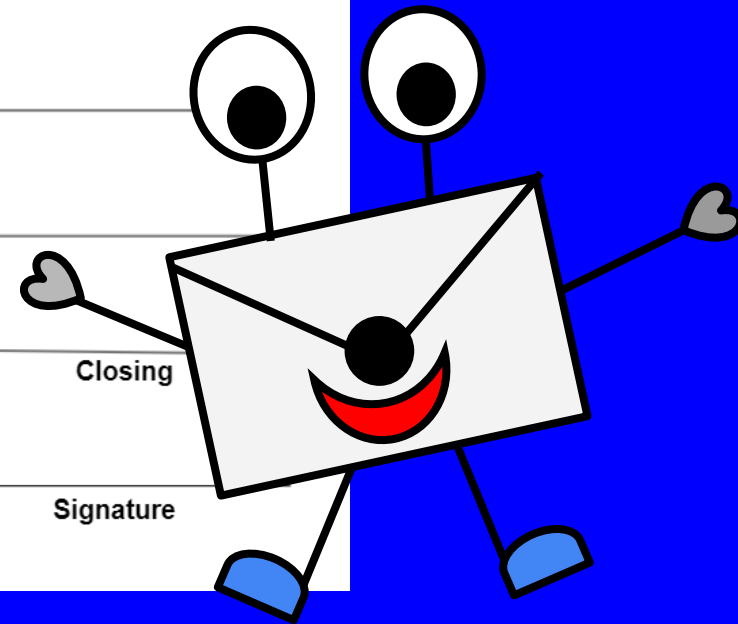
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Closing

\_\_\_\_\_  
Signature



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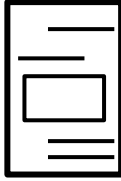
Name: \_\_\_\_\_

# when run

Add the heading (the date) to the letter.



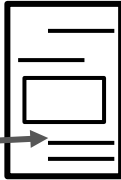
Add the greeting to the letter.



Write your message in the body of the letter.



Add your closing to the letter.



Write your name on the signature line.



## How to Write a Friendly Letter with an Algorithm

\_\_\_\_\_  
Greeting

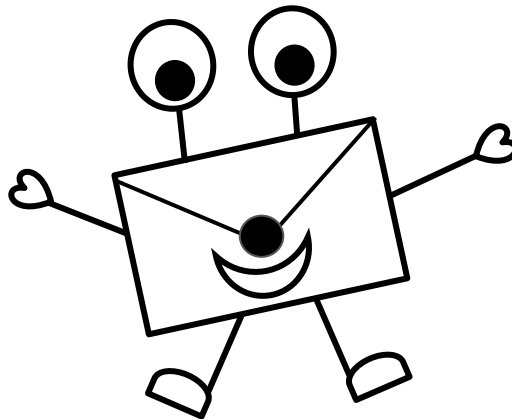
\_\_\_\_\_  
Heading

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_  
Closing

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

# when run

Add the heading (the date) to the letter.

Add the greeting to the letter.

Write your message in the body of the letter.

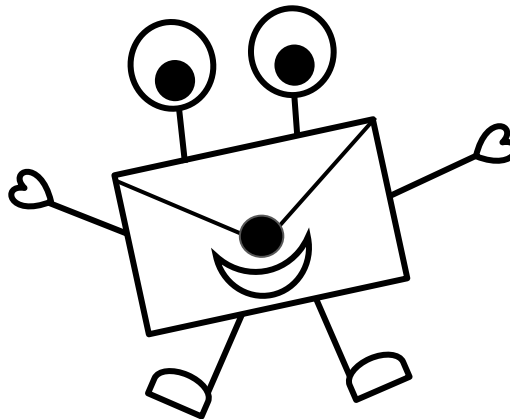
Add your closing to the letter.

Write your name on the signature line.

## How to Write a Friendly Letter with an Algorithm

\_\_\_\_\_, \_\_\_\_\_  
Greeting Heading

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_  
Closing

\_\_\_\_\_  
Signature

# Parts of a Letter

## Heading

- Date
- Address (Optional)

## Greeting

- Dear
- Name of Recipient with a Comma

## Body

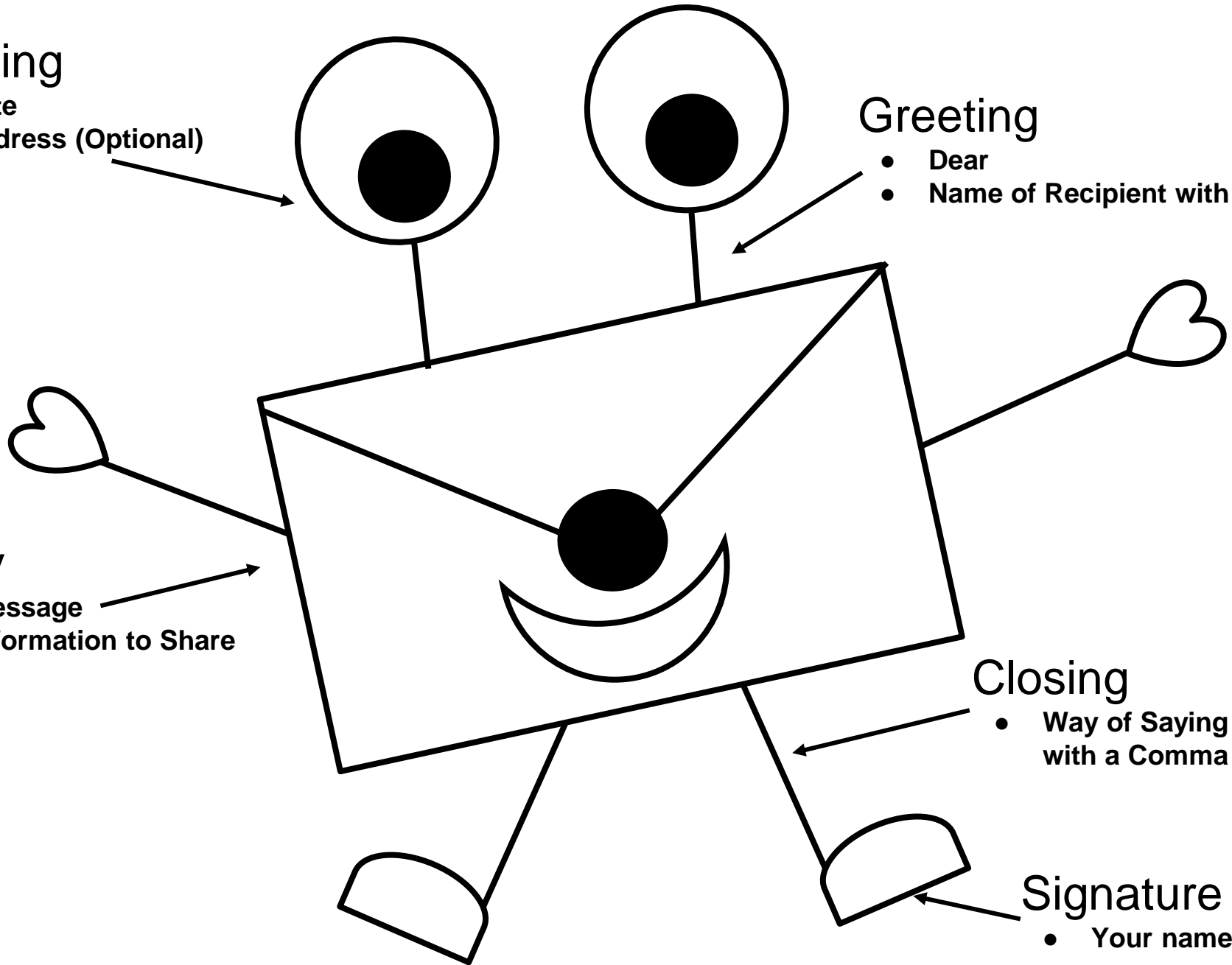
- Message
- Information to Share

## Closing

- Way of Saying Goodbye with a Comma

## Signature Line

- Your name



# Letter Closings

Warm Wishes

Love Always

All the Best

Love

Kind Regards

Hugs

With Love

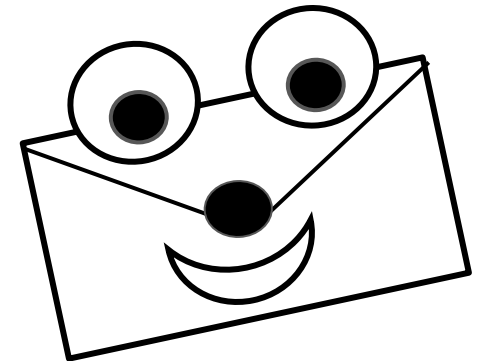
Your Friend

Forever and Always

Best

Your Pal

Be Well



## How to Use This Set

- If your children aren't familiar with writing friendly letter, you may want to go over the parts of the letter diagram with them.
- Before they work on their own, you will need to share what you want them to include in the body of their letter.
- Next, you will want to go over the different closings they can use in their friendly letter. Some of them are used in standard letters. Others are used with people you love or are close to. Sincerely is not included on the letter closing list. While it is fine to close a letter with sincerely, I wanted children to know there are other ways to close a letter.
- Finally, children may need help in knowing how to sign their letter. Letters to people that they know may not need their formal first name or last name. Those letters may be signed with the name the person receiving the letter knows them by. Letters to people they don't know should include both their first and last name.



Thank you for this downloading this set. I hope your children enjoy this JDaniel4's Mom resource.

You will find updates on my latest tools on the following:

Instagram: <https://www.instagram.com/jdaniel4smom>

Facebook: <https://www.facebook.com/jdaniel4smom/>

Twitter: <https://twitter.com/jdaniel4smom>

Pinterest: <https://www.pinterest.com/jdaniel4smom>

## What is in the set?

- Letter Algorithm Pages
- Diagram of the Parts of a Letter
- List of Letter Closings