

Name _____

Unit 6 CAPITALIZATION, PUNCTUATION, AND SPELLING

Lesson 52: Parts of a Letter (pp. 232–235)

Remember

A **friendly letter** is an informal letter to someone you know well. In a friendly letter, the **greeting** and **closing** begin with a capital letter and end with a comma. In the **heading**, a comma separates the city and state and also the day and the year.

A **business letter** is a formal letter to someone you do not know well. It has an **inside address**, which gives the name and address of the organization or person you are writing to. Place the **title** of the person after the person's name. Use a **colon** (:) at the end of the greeting, and end with a formal closing.

Complete each letter with the missing letter part. Write the letter part correctly.

4402 nancy avenue
dear heidi

Phoenix arizona 85040
Ray

your friend

4402 Nancy Avenue

Phoenix, Arizona 85040

October 11, 2013

Dear Heidi,

You are invited to a Halloween party at my house on Saturday, October 31 at midnight. This is going to be a costume party, so start thinking about something original to wear.

Your friend,

Ray

Name _____

1044 balsam avenue
sincerely yours
westport CT 06621

Westport Publishers Inc.
boulder colorado 80302

dear sir or madam
312 middle street

1044 Balsam Avenue

Boulder, Colorado 80302

June 3, 2013

Westport Publishers

312 Middle Street

Williamstown, MA 02167

Dear Sir or Madam:

Please send me a catalog of the books you publish. I am particularly interested in ordering a set of *Times in History* and other history books.

Sincerely yours,

Keith Roberts