

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

\_\_\_\_\_  
\_\_\_\_\_  
October 11, 2013

\_\_\_\_\_

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.

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

Name \_\_\_\_\_

1044 balsam avenue  
sincerely yours  
westport CT 06621

Westport Publishers Inc.  
boulder colorado 80302

dear sir or madam  
312 middle street

\_\_\_\_\_  
\_\_\_\_\_  
June 3, 2013

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
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.

\_\_\_\_\_  
Keith Roberts