

Name \_\_\_\_\_

## Unit 6 CAPITALIZATION, PUNCTUATION, AND SPELLING

### Lesson 48: Parts of a Letter (pp. 216–219)

#### Remember

A **friendly letter** is written to someone you know well.

A **business letter** is usually written to someone you don't know.

Complete the friendly letter with the missing letter parts. Write the letter parts correctly.

new hope, PA 18938

your friend

dear fred

206 river avenue

206 River Avenue

New Hope, PA 18938

September 2, 2013

Dear Fred,

I have some exciting news to tell you. We got a dog last week. Her name is Alaska. Can you guess what kind of dog she is? That's right! She is an Alaskan husky.

We adopted Alaska from the animal shelter. The people who work there gave us all kinds of information about taking care of her. She needs fresh water, food, and plenty of exercise every day. Taking care of her is like having an important job, but it's also lots of fun.

I hope you will be able to visit this summer. That way, you'll get to see all of us again. You'll get to meet our new dog, too!

Your friend,

Nate