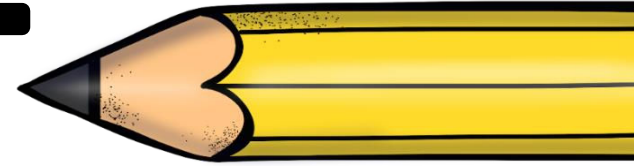


FRIENDLY LETTER

WRITING UNIT



ADDRESSING AN ENVELOPE

RETURN ADDRESS
Gives the name and address of the person sending the letter.

POSTAGE STAMP
All mail must have postage in order to be sent.

Reading Friendly Letters Name _____

Read the friendly letter. Use the letter to answer the questions.

February 10, 2022

To Mrs. Simpson,

I have an idea that I think the cafeteria should try. Have you ever thought of serving _____?

FRIENDLY LETTER GREETINGS

- Dear
- Hello

Parts of a Friendly Letter 1

Name _____

Cut out the names of the parts of a letter at the bottom of the page. Glue them in the correct boxes to label the letter.

March 6, 2021

Hello Grayson,

How are you doing? A lot has happened since I last saw you. Our family got a new puppy! What is new with you?

Your friend,
Jenna

All About Writing FRIENDLY LETTERS Minilessons

June 4, 2022

Dear Cassie,

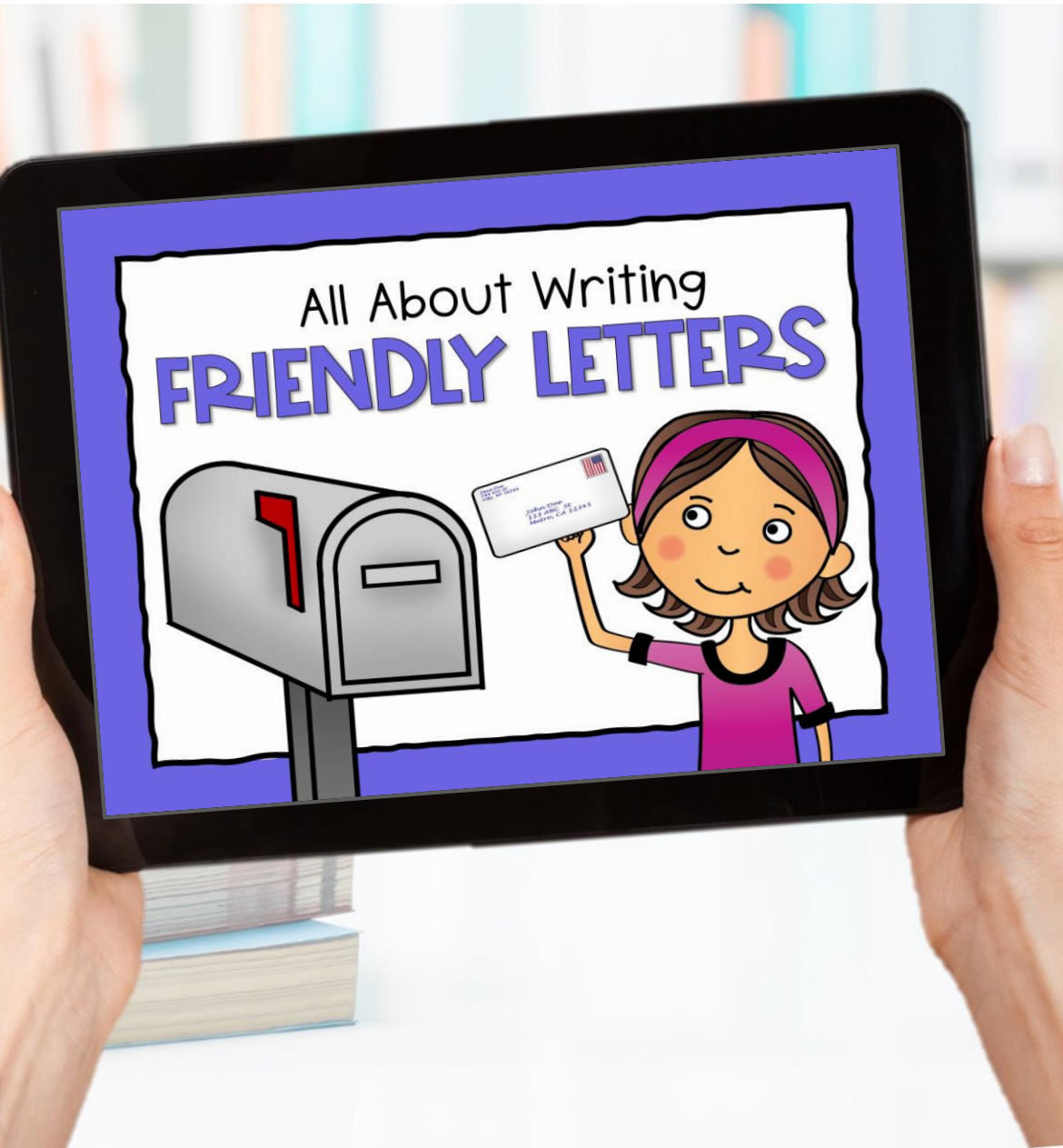
Is everything going well with you? I have a soccer game tonight. Do you play any sports? Maybe we can play together soon.

Your friend,
Lila

Punctuation & Capitalization Practice

Cut out the punctuation marks. Glue them in the correct boxes to complete the friendly letter.

6 Engaging no-prep minilessons



Lesson topics:

- Purpose of a friendly letter
- Parts of a letter
- Punctuating a letter
- Capitalization in a letter
- Addressing an envelope
- Responding to a letter

**PowerPoint &
Google Slides
versions included**

Lesson & practice game slides

45 LESSON SLIDES

- with flexible 5 or 10 day lesson plan
- interactive diagrams
- practice slides with moveable parts

Two weeks of
no prep lessons
& activities

PUNCTUATING A LETTER
In a friendly letter, commas are used...
in the date

CAPITALIZATION IN A LETTER
capital letter to:
word of greeting

FRIENDLY LETTER PURPOSE YOUR TURN!
Read the letters on your paper. Then, answer the questions.

TALK ABOUT IT
Review Tell your partner what a friendly letter is.

WHO DO WE WRITE TO?
family
workers

WHY DO WE WRITE FRIENDLY LETTERS?
to thank your friend
Here are some examples of reasons to write friendly letters.

ADDRESSING AN ENVELOPE
Delivery Address This tells who and where the mail should be delivered to.
Jill Jones
123 Hill Street
Waterford, NY 72634
Terrell Saunders ← Person receiving the letter
45 Cherry Lane ← House number & street name
Ourtown, SC 64532 ← City, State & Zip Code

WHAT IS A FRIENDLY LETTER?
A friendly letter is a letter that you send to someone you have a friendly relationship with.

Practice worksheets

12 PRACTICE PAGES

- independent practice
- writing centers
- morning work
- homework

Name _____ Punctuation & Capitalization Practice

Cut out the punctuation marks. Glue them in the correct boxes to complete the friendly letter.



June 4 2022

Dear Cassie

Is everything going well with you I have a soccer game tonight Do you play any sports Maybe we can play together soon

Your friend


Lila



,	,	,	.
?	?	!	


Name _____ Addressing Envelopes Practice

Cut out the words at the bottom of the page. Glue them into the correct box.




Madison Lee
9 Timber St
Woodstown, PA 25163

Sara Jenkins
24 Ocean Ave
Sun City, CA 82352



Name _____ Parts of a Friendly Letter 1

Cut out the names of the parts of a letter at the bottom of the page. Glue them in the correct boxes to label the letter.




March 6, 2021 ←

Hello Grayson. ←

How are you doing? A lot has happened since I last saw you. Our family got a new puppy! What is new with you?

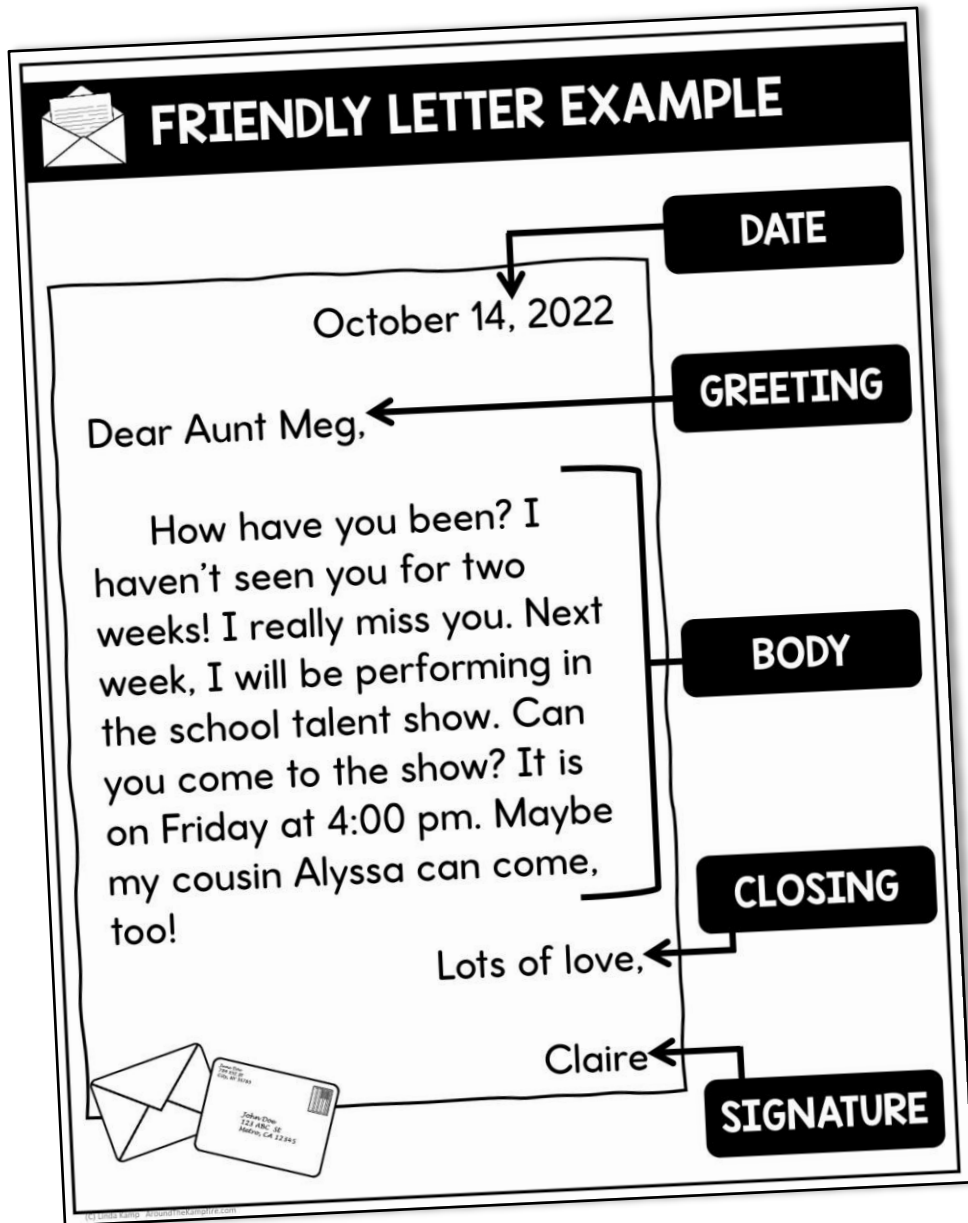
Your friend, ←

Jenna ←



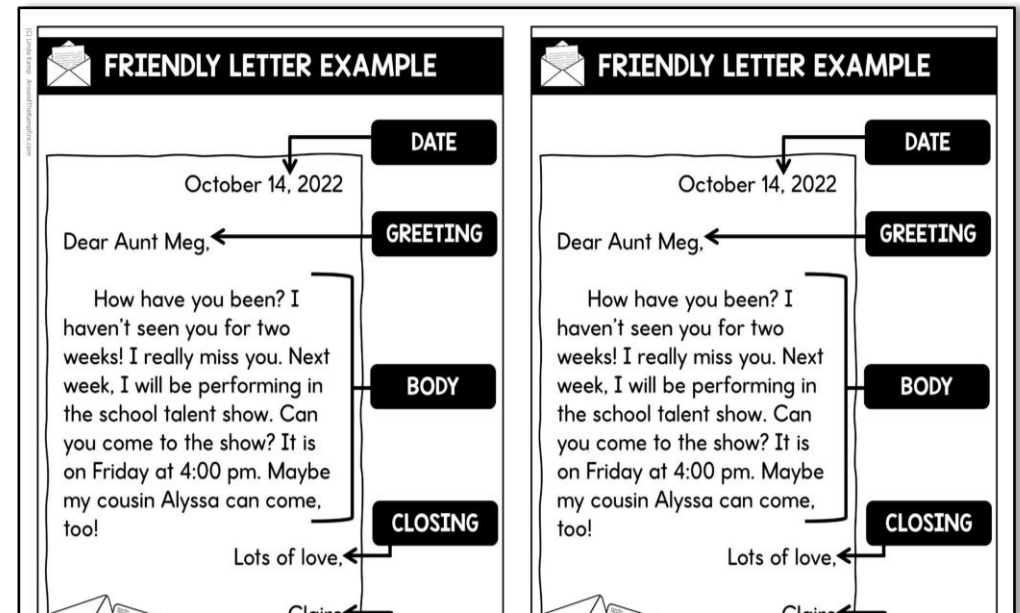
delivery address	return address	date	body	greeting
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Notebook pages



6 REFERENCE PAGES

- Full and half sheets
- Add them to interactive notebooks
- Keep them in writing folders



Reading comprehension

Friendly letters & comprehension questions

Reading Friendly Letters Name _____

May 20, 2021

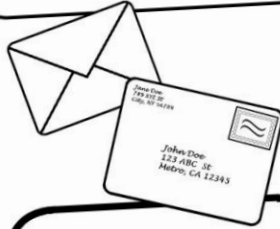
Dear Ms. Smith,

How have you been? I want to say thanks for being a great 2nd grade teacher. I really miss your class! I learned a lot from you. Thank you! Can I come visit soon?

From,
Amanda Sims



Read the friendly letter. Use the letter to answer the questions.



1. Who wrote this letter?

2. What is the purpose of this letter?

Reading Friendly Letters Name _____

February 10, 2022

To Mrs. Simpson,

I have an idea that I think the cafeteria should try. Have you ever thought of serving pizza every Friday? All of the students would be so happy! Thank you for your time.

Sincerely,
Kyle Bloom

Read the friendly letter. Use the letter to answer the questions.



1. Who wrote this letter?

Friendly letter posters

CLOSING

where you **say goodbye** to the person you are writing to

September 5, 2022

Dear Mrs. Johnson,

I think you are a



GREETING

where you **say hello to**, or **greet**, the person you are writing to

September 5, 2022

Dear Mrs. Johnson,



BODY

the **main message** of the letter

September 5, 2022

Dear Mrs. Johnson,

I think you are



DATE

tells the **month, day, year** that the letter was written

September 5, 2022

Dear Mrs. Johnson,
I think you are a
great teacher. Thank
you for helping our class
learn. I hope you enjoy
the weekend.

From,
Sarah



STAMP

a **sticker** on an envelope that shows the mail was **paid for**

Jane Doe
789 XYZ St
City, NY 56789

John Doe
123 ABC St
Metro, CA 12345



SIGNATURE

where the writer **signs** their **name** after the closing

September 5, 2022

Dear Mrs. Johnson,

I think you are a
great teacher. Thank
you for helping our class
learn. I hope you enjoy
the weekend.

From,
Sarah



DELIVERY ADDRESS

tells the **name and address** that the mail should be **delivered** to

Jane Doe
789 XYZ St
City, NY 56789

John Doe
123 ABC St
Metro, CA 12345



RETURN ADDRESS

tells the **name and address** of the person **sending** the mail

Jane Doe
789 XYZ St
City, NY 56789

John Doe
123 ABC St
Metro, CA 12345



Task cards & assessment

Friendly Letter Assessment

Name _____

Write the letter of the answer that describes each word on the line.

1. _____ stamp
 2. _____ friendly letter
 3. _____ return address
 4. _____ body
 5. _____ delivery address
 6. _____ comma
 7. _____ signature
 8. _____ greeting
 9. _____ date
- a. the part of the letter that has the main message
 - b. the name and address of the person sending the letter
 - c. the part of a letter where you say hello
 - d. the day a letter was written
 - e. a sticker that goes on envelope to show the mail was paid for
 - f. punctuation that goes between greetings and closing
 - g. the last part of a letter where the writer signs their name
 - h. a letter that you send to someone you are close to
 - i. the part of a letter where you say goodbye

16 Task cards & recording sheet



Stationary & mailbox craft

8 Friendly letter writing templates two handwriting line styles



MAILBOX CRAFT

Materials

- You'll need a class set of:
- 9 x 12 construction paper for the background
 - mailbox post on white or brown paper
 - mailbox front on lt. blue paper
 - mailbox body on blue paper
 - letter template on white paper
 - envelope template on white paper

Directions

1. Write a letter on the friendly letter paper.
2. Address the envelope with real or pretend addresses. Design and color a stamp for your envelope.
3. Cut out the shapes.
4. Glue the mailbox post to the right side of your background paper.
5. Glue the right edge of the mailbox body on top of the mailbox post.
6. Glue the mailbox lid to the front (left side) of the mailbox body.

