

## FRIENDLY LETTERS

Friendly letters usually have these parts: **Heading**

(address and date)

**Greeting** (Dear \_\_\_\_\_,)

**Body**

(paragraphs of the letter)

**Closing**

(Sincerely, Your friend, Love)

**Signature**

(Your name in cursive)

**Postscript**

(Sometimes a P.S. is added!)

**Heading**

6599 Classroom Blvd.  
Happy Town, VT 09321  
July 1, 2014

**Greeting**

Dear Jenny,

**Body**

Guess what I found out today? I will be a teller in the JA BizTown Bank when our class visits in a week or so. I'm really excited to be in the bank because you know how much I love money! I will help my friends make deposits and cash checks. Best of all, I get a salary so I can shop at the other businesses.

Our business team still has a lot to plan before we go, but it's actually fun. Darren is on my team, so I was really happy about that. We will create some advertising for our bank soon. I hope we can think of some good ideas.

Well, I have to go. It's time for math. I need to brush up on my adding and subtracting before I go to JA BizTown! I hope to see you soon.

**Postscript**

P.S. I almost forgot. Did you know Michelle is moving to Colorado?

**Closing**

Your friend,  
*Stephanie*

**Signature**