



Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Label each letter's parts on the lines provided.



755 Floyd Avenue  
Brockville, TN 45934  
September 14, 2020

Rush School Board  
385 Wheaton Center Road  
Bushkill, NY 15642

Dear School Board Members:

I don't think it's fair that the students who get picked up from the junior high have to wait until all the buses have left. Usually we have to wait 20 minutes for the last bus to pull out. Why can't our

p  
th  
e  
Y  
Z  
E  
V  
D

**PREVIEW**

Please [Sign In](#) or [Sign Up](#) to download the printable version of this worksheet

Boy, has it been dull around here since you moved away! Do you like your new house? Have you made any friends at your new school? How are your teachers?

I miss you. I can't wait until I can come to visit you and stay overnight. I can do any weekend in October. Call me!

\_\_\_\_\_  
Your friend forever,  
*Briana*

What kind of letter is this? \_\_\_\_\_



Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Pretend you have just received a gift you really wanted from your grandparents. Write a letter to your grandparents thanking them. Be sure to use the appropriate format and punctuation.



## PREVIEW

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Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Label each letter's parts on the lines provided.



755 Floyd Avenue  
Brockville, TN 45934  
September 14, 2020

\_\_\_\_\_ heading

Rush School Board  
385 Wheaton Center Road  
Bushkill, NY 15642

\_\_\_\_\_ inside address

Dear School Board Members:

\_\_\_\_\_ salutation

I don't think it's fair that the students who get picked up from the junior high have to wait until all the buses have left. Usually we have to wait 20 minutes for the last bus to pull out. Why can't our

p  
th  
e  
Y  
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V  
D



## PREVIEW

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Boy, has it been dull around here since you moved away! Do you like your new house? Have you made any friends at your new school? How are your teachers?

\_\_\_\_\_ body

I miss you. I can't wait until I can come to visit you and stay overnight. I can do any weekend in October. Call me!

\_\_\_\_\_ closing

\_\_\_\_\_ signature

Your friend forever,

*Briana*

What kind of letter is this? \_\_\_\_\_ friendly letter



Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Pretend you have just received a gift you really wanted from your grandparents. Write a letter to your grandparents thanking them. Be sure to use the appropriate format and punctuation.



Answers will vary.



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