

Name: \_\_\_\_\_

CCSS 2.L.2.b Use commas in greetings and closings of letters.

## Parts of a Letter

 Directions: Circle the correct way to write parts of a letter.

|            |                 |              |
|------------|-----------------|--------------|
| Dear Iaci  | March 29, 2011  | your friend, |
| dear Laci, | March 29 2011   | Your Friend  |
| Dear Laci, | march 29, 2011  | Your friend, |
| Dear Laci  | March, 29, 2011 | Your Friend, |

|                |              |        |
|----------------|--------------|--------|
| april 1, 2008  | Dear Dalton, | love   |
| April 1, 2008  | Dear dalton, | Love,  |
| april, 1, 2008 | dear Dalton, | Love   |
| April, 1 2008  | Dear Dalton  | , Love |

|             |                |              |
|-------------|----------------|--------------|
| sincerely,  | March 9 1997   | Dear Kendra, |
| Sincerely   | March 9, 1997  | dear Kendra, |
| , Sincerely | march 9, 1997  | dear Kendra, |
| Sincerely,  | March, 9, 1997 | Dear Kendra  |

|             |        |                  |
|-------------|--------|------------------|
| dear Katie, | Love,  | October 8 2008   |
| dear Katie  | love,  | october 8, 2008  |
| Dear Katie  | Love   | October 8, 2008  |
| Dear Katie, | , Love | October, 8, 2008 |