

Parts of a Letter

Name: _____

Date: _____

Heading (formal or business letters):

Name

Address

City, State, Zip

Date:

Greeting or salutation: Dear _____,

Body of the letter:

Closing: “Sincerely” or “Yours Truly” (formal or business letters)

Signature:

Postscript (P.S.)

For more information about writing letters, see the Reading Rockets article [An Introduction to Letter Writing](#).

