

All letters have five parts:

- The date
- A greeting
- The body
- The closing
- Your signature.

Look at the example letter below—this example includes all five parts, and follows the rules for where each part goes.

<p><i>December 12, 2014</i> ←</p>	<p>Date - The date the letter was written should be written at the top right corner of the page.</p>
<p><i>Dear Santa,</i> ←</p>	<p>Greeting – Start by greeting the person it was written for by using the word “dear”.</p>
<p><i>I am so excited for Christmas! I have been really good this year. I really want a new video game and doll for Christmas.</i></p>	<p>Body – The body of a letter includes at least one paragraph, and takes up most of the page. The beginning of each paragraph should be indented, giving a little extra space at the beginning. Each paragraph should have at least three sentences.</p>
<p><i>Sincerely,</i> ←</p>	<p>Closing – Use the word “love” if you know the recipient well, otherwise use “sincerely”.</p>
<p><i>Sarah</i> ←</p>	<p>Signature – Sign your name at the bottom of each letter. Use your first and last name if the recipient doesn't know you very well.</p>

On the next page, write your own letter to Santa using all five parts of a letter. Make sure to tell him what you would like for Christmas.
