Letters That Travel

Read two letters and plan one of your own.

4.LF.40 "Compose friendly and formal letters using appropriate elements, including date, greeting, body, and a signature. a. Write return address and mailing address in the proper locations on an envelope."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the date and greeting in each letter, and circle each signature. In the last paragraph, write 1 beside the return address and 2 beside the mailing address.

Tulips at School

1. October 14, 2026 Dear Maya, Yesterday, our class planted tulip bulbs beside the school steps. I thought of you because you always spot the first flowers in spring. We tucked each bulb into a small hole and covered it with soil. Would you like to visit when the tulips bloom? I can show you the yellow ones near our classroom window. Your friend, Nico

2. October 15, 2026 Dear Ms. Rivera, Our class planted tulip bulbs beside the school steps this week. We would like to add a sign asking visitors not to step on the new plants. May we place a small sign near the path? We will make it easy to read and remove it after the tulips bloom. Thank you for considering our request. Sincerely, Nico Bell

3. Nico mails the formal letter to Ms. Rivera, the school principal. On the envelope, he writes his return address in the upper left corner: Nico Bell, 18 Oak Street, Pineville, NC 28134. He puts the mailing address in the center: Ms. Elena Rivera, Pineville School, 40 Maple Avenue, Pineville, NC 28134. If the letter cannot be delivered, the return address tells the post office where to send it.

2 ANSWER WITH EVIDENCE

Use the passage

1. What date and greeting does Nico use in his friendly letter?

2. Which sentence in the formal letter asks for permission?

3. What closing and signature finish the formal letter?

4. Where does Nico put the return address and the mailing address on the envelope?

3 YOUR TURN

Your own words

Write a friendly letter to a cousin about a school event you enjoyed. Include a date, greeting, two-sentence body, closing, and signature. Then write your return address labeled “upper left” and your cousin’s mailing address labeled “center.”

Letters That Travel

PART 1 · READ AND MARK

Underline the date and greeting in each letter, and circle each signature. In the last paragraph, write 1 beside the return address and 2 beside the mailing address. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What date and greeting does Nico use in his friendly letter?	**October 14, 2026, and Dear Maya,**
2	Which sentence in the formal letter asks for permission?	**May we place a small sign near the path?**
3	What closing and signature finish the formal letter?	**Sincerely, and Nico Bell**
4	Where does Nico put the return address and the mailing address on the envelope?	**He puts the return address in the upper left corner and the mailing address in the center.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

November 8, 2026
Dear Sam,
Our school held a kite day on the field. My kite dipped twice, then flew above the trees.
Your cousin,
Avery
Upper left, return address: Avery Chen, 12 Cedar Lane, Pineville, NC 28134
Center, mailing address: Sam Chen, 64 Birch Road, Pineville, NC 28134

Accept any school event in the two-sentence body. Check that the letter has all requested parts and that both complete addresses are labeled with the correct envelope locations.