Letter Parts Matter

Notice how a thank-you letter follows a clear format.

ELA.K12.EE.5.1 "Use the accepted rules governing a specific format to create quality work."

NAME _____ DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline the date, greeting, closing, and signature. Circle each body paragraph to notice how the letter is organized.

A Letter to Ms. Ortiz

(1) May 14, 2026

Dear Ms. Ortiz,

Thank you for bringing your telescope to our science night. I had never seen the Moon's craters so clearly. When you showed us how to aim the telescope, I learned why it is important to move it slowly. Your careful directions helped me find the bright planet Jupiter, too, through its lens.

(2) Because of your visit, I checked out a book about space from the library. I plan to use it for my report on the solar system. My brother wants to borrow the book after I finish. We may try to spot Jupiter from our yard this weekend, but we will use binoculars only with an adult nearby.

(3) Thank you again for sharing your time and knowledge with our class. I will remember the view of the Moon whenever I look up at night. I hope you can visit again next year, when we study constellations. I would like to show you the notes I take and ask how astronomers name new discoveries. Your visit made science feel close and exciting.

Sincerely,
Maya Chen

2 ANSWER WITH EVIDENCE

Use the passage

1. What date appears at the beginning of the letter?

2. What greeting does Maya use before the first body paragraph?

3. What closing and signature appear at the end of the letter?

4. Why does Maya include details about the telescope and Jupiter in her letter?

3 YOUR TURN

Your own words

Write a thank-you letter to a person who helped you with a class event or activity. Include a date, greeting, two body paragraphs with 6 to 8 sentences total, a closing, and your signature.

ANSWER KEY

Letter Parts Matter

GRADE 5 · ELA.K12.EE.5.1

PART 1 · READ AND MARK

Underline the date, greeting, closing, and signature. Circle each body paragraph to notice how the letter is organized. Accept any marking that follows this job and points at the right text.

PART 2 · ANSWERS

#	QUESTION	ANSWER
1	What date appears at the beginning of the letter?	**May 14, 2026**
2	What greeting does Maya use before the first body paragraph?	**Dear Ms. Ortiz,**
3	What closing and signature appear at the end of the letter?	**The closing is "Sincerely," and the signature is "Maya Chen."**
4	Why does Maya include details about the telescope and Jupiter in her letter?	**The details clearly explain what Ms. Ortiz did and why Maya is thankful.**

PART 3 · YOUR TURN (SAMPLE ANSWER)

August 25, 2026

Dear Mr. Lee,

Thank you for helping our class plant vegetables in the school garden. You showed us how deep to place each seed and how much water it needs. I liked learning why compost helps the soil.

Next week, I will check the garden and pull any weeds. I will share what I learn with my family. Your help made me want to grow herbs at home.

Sincerely,
Noah Patel

Accept equivalent wording for the greeting, closing, and explanation of the letter's purpose. For the open task, check that the student uses all required letter parts and includes specific details that make the thanks clear.