

Name _____ **Salutations**



Salutations

A salutation is a greeting or acknowledgement used in a letter. It can be formal or informal. A written salutation is followed by a comma. Some examples of salutations are below.

Formal Salutations	Informal Salutations
Dear [title and last name],	Hello,
Dear [first name],	Hi,
Greetings,	Hey/Hi/Hello [First name],
Dear [group or committee name],	

DIRECTIONS: Write a salutation to each of the following people:

1. your teacher

2. your best friend

3. your sports coach

4. the Parent Teacher Association (PTA) at your school
