



Comma Usage in Letter Writing

Today's Standard

2.L.2b - Use commas in greetings and closings of letters.

Cues	Notes
Comma	Commas are used in the greetings and closings of letters.
Greeting	The greeting is the opening of a letter, such as 'Dear Mom,'.
Closing	The closing is the end of a letter, such as 'Sincerely,'.
Letter	Letters have a specific structure that includes a greeting and closing.
Punctuation	Proper punctuation helps make writing clear and easy to read.

Summary

Using commas in the greetings and closings of letters helps clarify the structure and makes the letter easier to read.