

Punctuation Worksheet | Punctuating letters

Commas are used in dates and greetings. In dates, a comma separates the day and the year (January 17, 2024). In greetings, a comma follows the recipient's name (Dear Amy,) and is also used before a closing phrase like (Your friend, John).

Instructions: Add commas in the correct places to properly format the dates and greetings in the letters below.



Monday January 27 2025

Dear Lucas

I wanted to write and tell you about my trip to the mountains. We hiked all day and saw a beautiful sunset. The view was amazing! I wish you could have been there with me.

Your best friend
Oliver



Wednesday February 5 2025

Dear Emily

Thank you for the wonderful birthday gift! I loved the book you gave me. I have already started reading it, and it is so exciting. I can't wait to talk about it with you.

Your friend,
Oliver