

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 February 10 2025

Dear Grandpa

I had an amazing time fishing with you last weekend. We caught so many fish and had a delicious dinner! I can't wait to visit again and go on another adventure.

Your favorite granddaughter
Sophie



Thursday January 30 2025

Dear Mom

Thank you for helping me with my school project. I had so much fun making the volcano! My teacher said it was very creative. I hope we can do another project together soon.

Your daughter
Sophie