

HOW TO WRITE A FRIENDLY LETTER

1234 Any Street (Your street address)
My Town, NC 28790(City, State ZIP)
August 8, 2016 (current date)

(go down four returns)

Dear Danielle, (notice the use of a comma after the greeting)

(go down two returns)

Introductory Paragraph: Use this paragraph to explain your purpose for writing. Try to include at least 3-4 sentences. Don't start off by asking questions. Say something like, "I am writing this letter to share with you what happened to me this past summer! I have had a life altering change for my future and I am excited to share it with you!"

When you begin a new paragraph or a new topic make sure that you indent to show that it is a new paragraph. In a business letter you return down two spaces in between paragraphs but in a friendly letter you indent the paragraphs.

Also note the heading information (your address area) and how it aligns with the closing information below. In your last paragraph, make sure to say something positive and encouraging to the person you are writing to. For example, "Thank you so much Danielle, for being such a great friend! I am so glad that I can share this exciting news with you and that you will be happy for me. I look forward to seeing you soon."

Sincerely your friend,

write your name in cursive or print