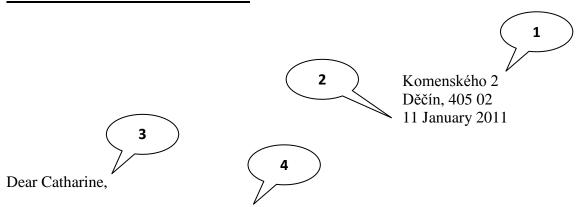# A FRIENDLY LETTER - INTRODUCTION

A friendly letter is an informal letter, it is usually sent to our friends or relatives.
Here are a few tips for writing it:

- There are many uses and reasons for writing a friendly letter, but usually friendly letters will consist of topics on a personal level.

- Friendly letters can either be printed or hand-written.

- Friendly letter is typically less formal than a business letter.

- Usually the first paragraph of the body consists of an introduction which gives the recipient an idea about you're writing to them with a short summary of the main topic of your letter.

- If you don't know the person you are writing to, you may want to introduce yourself in this introductory paragraph as well.

- The next few paragraphs usually consist of the message you want to get across along with any details you may want to express.

- The last paragraph is usually the conclusion where you sum up your main idea, thank the recipient for his/her time, wish the recipient well, and/or ask any questions.

- Since friendly letters are less formal, you can feel free to write it however you like, but the above format is fairly common.

A FRIENDLY LETTER FORMAT

1

Komenského 2
Děčín, 405 02
11 January 2011

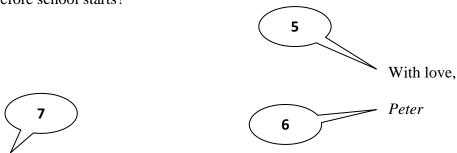**2**

3

4

Dear Catharine,

It feels like such a long time since the last time I saw you. I know it's only been several weeks since I saw you. So far my summer has been great!

I spend all my weekends at the beach. I am getting a nice tan and you can no longer say I am paler than you. I have been playing lots of volleyball, surfing and building a nice collection of sea shells. Just this past weekend I took second place in a sandcastle building contest!

On the weekdays I work. I drive an ice cream truck around and sell ice cream to the kids. It is so cool. It is a combination of the two things I love most, ice cream and kids. The pay isn't too great but I love the job so much.

I hope the summer's been going well for you too. There's only a month and a half left in summer vacation and after that it's back to school. Would you like to meet me some time before school starts?

5

With love,

6

Peter

7

P.S. Jim Crowley says hi.

A FRIENDLY LETTER FORMAT

In the friendly letter format, your address, date, the closing, signature, and printed name are all indented to the right half of the page (how far you indent in is up to you as long as the heading and closing is lined up, make sure it looks presentable). Also the first line of each paragraph is indented.

1 - Your Address

All that is needed is your street address on the first line and the city and post code on the second line. (Not needed if the letter is printed on paper with a letterhead already on it.)

2 - Date

Put the date on which the letter was written in the format Day Month Year i.e. 11 January 2011. Skip a line between the date and the salutation.

3 - Salutation

Usually starts out with Dear ....., or Hi ...... Note: There is a comma after the end of the salutation (you can use an exclamation point also if there is a need for some emphasis).

4 - Body

The body is where you write the content of the letter. It usually has three paragraphs with a skipped line between each paragraph. Skip 2 lines between the end of the body and the closing.

5 - Closing

Tells the reader that you are finished with your letter; usually ends with Yours, Sincerely, With love, Thank you, and so on. Note that there is a comma after the end of the closing and only the first word in the closing is capitalized.

6 - Signature

Your signature will go in this section, usually signed in black or blue ink with a pen. Skip a line after your signature and add the P.S.

7 - P.S.

If you want to add anything additional to the letter you write a P.S. (post script) and the message after that. You can also add a P.P.S after that and a P.P.P.S. after that and so on.

LETTER 1

Now use the letter generator to write a friendly letter at:

http://www.readwritethink.org