

# Writing a Friendly or Personal Letter

**A friendly or personal letter has 5 main parts.**

**HEADING:** Includes the address and the date. In some cases, it is OK to just write the date.

**GREETING:** The greeting usually starts with 'Dear' and is followed the person's name and then a comma.

**BODY:** After skipping a line, you begin the body of your letter which is the main text of your letter. Indent for each new paragraph.

**CLOSING:** The closing includes a short capitalized expression such as 'Sincerely' or 'Love' and is followed by a comma. Skip a line after the body before writing your closing.

**SIGNATURE:** You sign your name beginning directly below the closing.

## What kind of things might you write in your friendly letter?

1. Tell your friend about something fun you recently did.
2. Congratulate your friend on a job well done for a recent accomplishment.
3. Ask you friend some questions. (What is your favorite color? Do you have any pets? Do you play sports? etc.)
4. Share about a place you visited.
5. Ask for advice.
6. Tell about a book you've just read that you think your friend would also enjoy.

Remember to always use your best handwriting so your friend can read your letter. Use proper punctuation, spelling and grammar. Follow the 'Golden Rule' of letter writing: Write only the types of

things that you would like to receive in a letter.