

Friendly Letter Rules and Example:

Remember to include all five parts when writing a friendly letter.

The **heading** includes the sender's address and the date. The sender's address needs to be located at the top of the page in the center or at the top right-hand corner. The date needs to be located under the sender's address on the left-hand side of the page above the greeting.

The **greeting** needs to be located under the heading on the left-hand side of the page. The **greeting** would include such words as Dear _____.

The **body** of the letter includes the message. It is written in paragraph form.

The **closing** of the letter would include such words as Sincerely, or Your friend.

The **signature** is your signed name under the closing.

An example of a friendly letter:

Mrs. Morris
11111 Teacher Lane
Moore, OK 73160

Andrew Moore
123 Green Lane
Lexington, Virginia 24450
June 30, 1999

Dear Amy,

How are you? I am writing to tell you about my summer. It has really been fun. I have gone to the pool several times and I have visited several of my friends from school. Next week, I am going to the beach with my family. I hope you are having a fun summer, too.

Your friend,

Andrew