

Friendly Letter Format

heading: Check to make sure you have the correct information on the correct line. It should be on the right side of the paper. See below.

first line - street number and street name

second line - town or city, state and ZIP code

third line - the date

greeting or salutation: Dear So-and-so, (remember your comma!)

introduction: This part is intended to get the person to want to continue reading and to give the person an idea as to why you're writing. You would usually start out talking about the person to whom you're sending the letter (it's polite). Then you might want to give some information about you and why you're writing. This can all go in one paragraph, or, if it's too long and doesn't "go" in one paragraph, make the decision to separate it.

body: This is the main part of the letter. It gets to the point of why you're writing. Change paragraphs and indent each time you change the topic you're talking about. This is the longest part of the letter.

conclusion: Wrap it all up. Be clever.

closing: Choose an appropriate closing, and sign your name. Make sure this lines up with the heading. Only the first word is capitalized.

signature: Usually in cursive.

[illegible]
