

Friendly Letter

A friendly letter includes five basic parts:

- Heading
- Greeting
- Body
- Closing
- Signature

- Heading:** Includes the date and the address of the person sending the letter.
- Greeting:** The salutation (Dear _____)
- Body:** your message
- Closing** (closing words: Sincerely, Love, Yours truly, etc)
- Signature:** Your name, handwritten

Below is an example format for a friendly letter:

