

Friendly Letter Sample

Body (1-3 Paragraphs)

1234 Any Street *(Your street address)*
My Town, OH 45764 *(City, State ZIP)*
July 12, 2007 *(Current Date)*

Dear John, *(Notice the use of a comma after the greeting)*

Introductory Paragraph: Use this paragraph to explain your purpose for writing. Try to include at least 3-4 sentences. Friendly letters are a form of casual correspondence, so the number of paragraphs and sentences per paragraph can vary greatly.

Notice the lack of spacing between paragraphs and the use of indentation to indicate the beginning of a new paragraph. This is a more traditional letter format. Also note the indentation of the heading information (your address area) and how it aligns with the closing information below.

You may choose to use block format (as featured in the Business Letter Sample) if you prefer. As shown in this Friendly Letter Sample, no Inside Address (the recipient's address) is needed. Many friendly letters even omit the sender's address and just use the date as a heading.

(Closing options in a friendly letter are more numerous and often casual)

Sincerely,

Your Signature

*(Sign your name after the closing. Your name does **not** need to appear typed beneath your signature in a friendly letter as it does in a business letter.)*

Sample Of Friendly Letter High School

David Cuillier, Charles N. Davis



Sample Of Friendly Letter High School:

Enriched Teaching of English in the Junior and Senior High School Maxie Nave Woodring, Ida Adele Jewett, Rachel Theresa Benson, 1934 Basic English for Senior High School , 1961 Differentiating Assessment in Middle and High School English and Social Studies Sheryn Spencer-Waterman, 2013-09-27 This book by Sheryn Spencer Waterman follows the bestselling Handbook on Differentiated Instruction for Middle and High Schools With numerous examples and strategies it is an all inclusive manual on assessing student readiness interests learning and thinking styles It includes examples of Pre Formative and Summative assessments Informal and formal assessments Oral and written assessments Project and performance assessments Highly structured and enrichment assessments for struggling to gifted students Assessment tools and rubrics **New Practical English for High Schools** William Dodge Lewis, James Fleming Hoscic, 1927 *High Points in the Work of the High Schools of New York City* New York (N.Y.). Board of Education, 1944 **Secondary Education in Virginia** , 1929 *The High School Teacher* , 1925 **The Art of Access** David Cuillier, Charles N. Davis, 2010-02-23 Whatever you re trying to learn about the world as a journalist or as an informed citizen public records often hold the key But what records where And how to get them It starts with understanding the Freedom of Information Act but what you really need are strategies for dealing with the officials who stand between you and the information you seek Gaining access to records is an art one that requires an organized approach and a good understanding of human behavior NAEP Newsletter , 1974 *Annual Report of the Superintendent of Public Schools of the City of Boston* Boston (Mass.). Superintendent of Public Schools, 1912

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