

# Friendly Letter

Heading:  
Writer's address  
Date

534 Lake Lane  
Lake Wylie, SC 29710  
October 28, 2013

Dear Aunt Rita,

Greeting:  
A way to begin the letter

I had a wonderful time visiting you this summer. Swimming in your pool was a lot of fun. I liked your slide and playing Marco Polo with my cousins.

Thank you for taking me to the museum too. That was so thoughtful. I learned so much about the Revolutionary War. I wonder if I would be a Patriot or Loyalist?

Body:  
Personal message

I will never forget my visit with you. I hope to come back next summer! Will you be able to come see us soon? I miss you!

Closing:  
A way to end the letter.

Love,

Signature:  
The Writer signs his/her name

Joanie

# Sample Friendly Letter Format

**AW Rasmussen**



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web 3 contribute to whs participative processes 3 1 raise whs issues in accordance with organisation procedures within appropriate timeframes 3 2 contribute to workplace meetings workplace inspections or other consultative activities 3 3 provide assistance to workgroup members or other stakeholders to contribute to workplace safety

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web 2 contribute to whs consultation 2 1 contribute to facilitating whs consultation and participation processes according to whs laws 2 2 identify and report barriers to effective whs consultation and participation processes to required personnel according to organisational policies and procedures 2 3

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