

## 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

**Terry C. Jones**



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