



## Friendly Letters and Business Letters



### Friendly Letters

Friendly letters are usually written between friends or family members to stay in touch when they are far apart. A friendly letter usually includes personal information and descriptions of day-to-day life. Since the audience of a friendly letter is a friend or family member, it is okay to use less formal language and to write the same way you usually speak.

### Parts of a Friendly Letter

Salutation (usually *Dear*) with the first name and a comma.

Dear Zoe,

Sophie Trillam  
6768 – 90 Street  
Sprucewood, Alberta  
T7Y 5R4

Your address goes here.

Today's date goes here.

March 15, 2005

The body is divided into paragraphs by topic.

How are you? I'm fine. It was great to hear from you last week. It sounds like your part in the school play will be a real challenge. I hope you enjoy yourself.

Paragraphs are separated with a blank line (or the first line is indented).

Life here is pretty good. My soccer team just won our first tournament—yippee! I'm so glad I joined the team.

Everyone here is happy and healthy. We think about you lots and lots! See you soon.

Sincerely,  
Sophie

The closing (e.g., *sincerely, love*) and your name or signature.

# Friendly Letter Draft Sample 2 Pparagraph

**E Durkheim**



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