



Friendly Letter

We write friendly (or informal) letters to people we know well. We might write a friendly letter to our parents, grandparents, or our friends.

A friendly letter has five parts.

1. **Heading**
2. **Greeting**
3. **Body**
4. **Closing**
5. **Signature**

Heading: The heading of a friendly letter includes the writer's address and the date. The heading is usually written in the upper right-hand corner of the page. Sometimes it's okay to not include the writer's address if the person you're writing to would know it without you including it.

Example **heading** in a friendly letter:

Olivia Smith
123 Main Street
Anytown, FL 12345
May 10, 2016