



Friendly Letter

Greeting: The second part of the friendly letter is the greeting. It is written under the heading at the left margin. It begins with a capital letter and ends with a comma. Usually every word of a greeting is capitalized. The greeting usually starts with 'Dear' or 'Hello' and is followed the person's name and then a comma.

Body: After skipping a line, you begin the body of your letter which is the main text of your letter. Each new paragraph should be indented. The body of your letter includes what you want to say to the person you are writing to. Try to tell about yourself, and try to ask a question too.

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

Dear Jack,

I had a lot of fun last week at camp with you. I laughed so hard I thought I would spit my water across the room at least once a day. Some of the jokes you made were hysterical!

Did you get that new puppy you were hoping for your birthday? I wish I could have been there for your party, but we were visiting my grandmother, as you know. Can't wait to see you next month.