



Friendly Letter

Closing: The closing and signature are the last parts on the friendly letter. The closing is lined up directly under heading. It begins with a capital letter and ends with a comma. The closing includes a short capitalized expression such as 'Sincerely' or 'Love' and is followed by a comma. Skip a line after the body before your closing. Sample closing include: Your friend, Yours truly, Sincerely, Your son, etc.

Signature: You sign your name beginning directly below the closing.

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.

Your friend,

Olivia

Heading

Greeting

Body

Closing

Signature