

(Current Date) July 15, 2016

Dear Mrs. Steed, **(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.

Body: 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.

As shown in this Friendly Letter Sample, no Inside Address (the recipient's address) is needed. Many friendly letters (such as this one) omit the sender's address and just use the date as a heading.

The body is usually one to three paragraphs in length, but there can be more.

Sincerely, **(Closing options in a friendly letter are numerous and are often casual)**

Your Signature

(Sign your name in pen 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.)

Example of a Friendly Letter

