Friendly (Gossip) Letter - Labels and Sections

- **1. Name and Return Address:** This is the name and address of the sender. Ensure the name is on the first line and the address is correctly formatted on the following lines directly underneath (see example page)
- **2. Date:** Write the name of the month, followed by the number of the date, a comma, and the number of the year.

e.g. September 7, 2010.

3. Inside Address: This is the address of the recipient of the letter - the person to whom the letter is written.

e.g. Dennis Brown 9876 Running Road Sparwood, B. C. V1E 6C8

4. Salutation: Begin with Dear (first name here) and end with a comma (,)

e.g. Dear Dennis,

5. Body: (http://www.letterwritingguide.com/friendlyletter.htm)

Friendly letters will usually consist of topics on a personal level. Friendly letters can either be printed or hand-written. The friendly letter is typically less formal than that of a business letter. Usually the first paragraph of the body will consist of an introduction which will give the recipient an idea about why you're writing to them with a short summary of the main topic of your letter. If you don't know the person you are writing to, you may want to introduce yourself in this introductory paragraph as well.

The next few paragraphs will usually consist of the message you want to get across along with any details you may want to convey.

The last paragraph will usually be the conclusion where you wrap everything up. You can sum up your main idea in this paragraph, thank the recipient for their time, wish the recipient well, and/or ask any questions.

Since friendly letters are less formal, you can feel free to write it however you like, but the above format is fairly common.

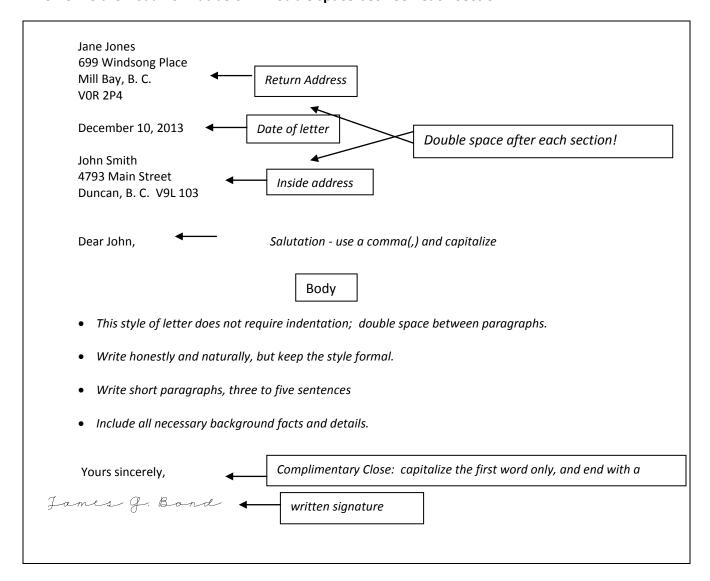
6. Complimentary Close: Capitalize the first word only, and follow with a comma.

e.g. Sincerely yours,

7. Signature Line: This is where you sign under the complimentary close.

Friendly (Gossip) Letter - Sample

Memorize the visual format below. Double space between each section



Friendly Letters

Purpose of a Friendly Letter

A friendly letter (or informal letter) is a way of communicating between two people (sometimes more) who are usually well acquainted. There are many uses and reasons for writing a friendly letter but friendly letters will usually consist of topics on a personal level. Friendly letters can either be printed or hand-written.

Friendly Letter Writing

The friendly letter is typically less formal than that of a business letter. Usually the first paragraph of the body will consist of an introduction which will give the recipient an idea about why you're writing to them with a short summary of the main topic of your letter. If you don't know the person you are writing to, you may want to introduce yourself in this introductory paragraph as well.

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