

## **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**

Jane Jones  
699 Windsong Place  
Mill Bay, B. C.  
V0R 2P4

← Return Address

December 10, 2013

← Date of letter

John Smith  
4793 Main Street  
Duncan, B. C. V9L 103

← Inside address

Dear John,

← Salutation - use a comma(,) and capitalize

Body

- *This style of letter does not require indentation; double space between paragraphs.*
- *Write honestly and naturally, but keep the style formal.*
- *Write short paragraphs, three to five sentences*
- *Include all necessary background facts and details.*

Yours sincerely,

← Complimentary Close: capitalize the first word only, and end with a

*James J. Bond*

← written signature

Double space after 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**

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