

Friendly Letter Format

The Day's Date  
(heading)

Dear \_\_\_\_\_,  
(salutation/greeting)

Body of Letter  
or  
The Information You Are Writing

Sincerely (closing),  
Your Name

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The **Heading** is the day's date that you are writing the letter and is written on the **RIGHT** side. Normally, you would put your return address here, but since this is a casual letter, you do not. Make sure to skip a line between the heading and salutation.

The **Salutation** is how you begin your letter. It starts with Dear and you fill in the blank with the person's name to whom you are writing. The salutation is written on the **LEFT** side and after the person's name you put a comma. Make sure to skip a line between the salutation and body.

The **Body** (information) goes in the middle of the letter. Each paragraph should be indented. If you are writing more than one paragraph, indent, **DO NOT** skip lines between paragraphs. Make sure to skip a line between the body and the closing.

The **Closing** is the end of your letter. Please make sure to line up your closing on the **RIGHT** in line with the date. You may close the letter with "Sincerely," "Your student," or "Very truly yours." Make sure you put a comma after your closing. Skip a line between the closing and then sign your first and last name.