

Friendly Letter Sample

8230 Crapo Drive
Swartz Creek, MI 48473
Today's Date

Dear Friend's Name,

Paragraphs should be indented and single spaced. In paragraph one, tell your friend about your trip to Mexico City and which two neighborhoods you visited. This is an introduction, so it can be shorter than the other paragraphs, but it should be at least 4 sentences.

To start a new paragraph, skip one line and indent. In the second paragraph, you need to compare and contrast the two neighborhoods. This paragraph should include some statistics from the charts, but should also include colorful details and examples. Talk about what you saw and the people you talked to during your visit. You should have at least 3 pieces of information about each of the two neighborhoods. Your ideas need to be detailed and clearly explained. This paragraph should be at least 5-7 sentences.

It is good to use transitions between paragraphs to make your letter easier to read. In paragraph three, you need to tell your friend which of the two neighborhoods you liked best and why you like it better. This paragraph should add more details and examples. This paragraph should be 5-7 sentences.

Best wishes (or other closing),

Your signature