

# Writing a Friendly Letter

A friendly letter sounds like you are talking to a friend sharing news about your life. It is polite to ask questions about your friend's life too!

				<b>Heading</b>
<b>Greeting</b>	<b>On Center Line</b>	→	Street Address City, State Zip code Date	
			<b>Skip line</b>	
			Dear _____,	
			<b>Skip line</b>	
<b>Indent</b>	→		<i>I am having a great time at camp. Yesterday I went frog hunting and fell in the lake! I will see you in twelve days.</i>	<b>Body</b>
<b>Indent</b>	→		<i>What have you been up to this summer? I hope you are having fun. I can't wait to go to the swimming pool with you. Write back if you can!</i>	
			<b>Skip line</b>	
	<b>On Center Line</b>	→	Sincerely,	<b>Closing</b>
			<b>Skip line</b>	
	<b>On Center Line</b>	→	_____	
			(Your name in cursive)	
			<b>Signature</b>	