

HOW TO FORMAT A FRIENDLY LETTER

**YOUR
LOCATION (not
necessarily your
home address)**

**YOUR ADDRESS
& SIGNATURE
ALIGN on the
RIGHT**

*Amytown
May 1, 2010*

**THE NAME YOU
CALL THEM,
FOLLOWED BY A
COMMA**

**THE
DATE**

Dear Grandma,

Today we saw the first bird feeder! It seems like spring is finally here! It means summer is just around the corner. I am so excited and happy!

**FRIENDLY
LETTERS ARE
HANDWRITTEN**

First of all, I'm looking forward to the school year being over. It's been interesting and I've really learned a lot. Sometimes I think if I have to sit at my desk for one more minute I'll SCREAM!!!

**YOU CAN BE A
LITTLE LESS
FORMAL WITH
PUNCTUATION IN A
FRIENDLY LETTER**

Of course I'm looking forward to visiting you. Remember, we read "Watership Down" every year. I want to do that book will we read this year?

**IF YOU WANT A
REPLY, TRY
CLOSING WITH A
QUESTION**

**CLOSE WITH LOVE,
YOURS, OR ANOTHER
APPROPRIATE
CLOSING, and YOUR
SIGNATURE**

*Love,
Jane*

HOW TO FORMAT A FRIENDLY LETTER: an example

*Amytown
May 1, 2010*

Dear Grandma,

Today we saw the first birds in the bird feeder! It seems like spring is finally here, and that means summer is just around the corner. I am so excited and happy!

First of all, I'm really looking forward to the school year being over. This year has been interesting and I've really learned a lot, but sometimes I think if I have to sit at my desk for one more minute I'll SCREAM!!!

Of course, I'm also looking forward to visiting you. Remember how last year we read "Watership Down" to each other every afternoon? I want to do that again. What book will we read this year?

*Love,
Jane*