

Friendly Letter Format

Heading



Street Address (Number and Street)

City

State

Zip

Date

Dear Recipient,



Greeting

By the arrangement of the parts of this letter, you probably already know that it is a friendly letter. Some **Body** letter parts are shared in common between both business and friendly letters, but they are used for different purposes. (Remember the T.A.P.F.) Friendly letters are much less formal, and are not used for official purposes.

The language of a friendly letter is much more casual, and the audience is usually a friend, family member, or acquaintance.

Closing

⇒ Your friend,

Signature

⇒ A. Writer