

# Writing a Friendly Letter

Talking with friends is fun. We do it all the time. Sometimes these friends move away. If they do, one way to keep in touch is by writing letters.

Letters that are written to good friends and relatives are called friendly letters. A friendly letter has five parts. Here is how a friendly letter should be organized.

1. **Heading**  
(your address and the date)

1824 Chestnut Street,  
Victoria, B.C.  
V8R 4N5  
April 29, 1982

2. **Salutation**  
(followed by a comma)

Dear Cindy,

3. **Body**  
(tell your friend what you would say if you were with her)

Our family will be going camping in Manning Park during the first two weeks of July. Manning Park is in the mountains about two hundred kilometres east of Vancouver. Dad said I could bring one of my friends. Would you like to come?

4. **Closing**  
(use a comma; only the first word has a capital)

We had a fantastic time in Manning Park last year. Every morning my brother and I got up early to fish in Lightning Lake. After breakfast we went swimming or canoeing. There are many interesting trails to explore near the campground. Last year we saw a bear and five deer on our hikes. Along the shore of the lake live several families of ground squirrels. They are fun to watch and are really quite tame. After supper we will probably make a campfire. Perhaps we could roast wieners or marshmallows.

5. **Signature**  
(sign your name clearly)

I know you would really enjoy Manning Park. There are so many interesting things to see and do. Be sure to bring your fishing rod and camera.

Your friend,  
Susie Chan

When you write a friendly letter, keep these points in mind.

1. Start the heading a little to the right of the middle of the page.
2. Skip a space between the heading and the salutation.
3. Skip a space between the last line of the body and the closing.
4. Start the closing directly under the first letter or number in the heading.