

****Friendly Letter Format Example****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name],

I hope this letter finds you in great spirits!

[Write about your main topic or reason for writing the letter. Share updates, personal news, or inquire about the recipient's well-being.]

I always enjoy hearing from you and hope to receive a letter from you soon.

Take care and sending you my best wishes!

Warm regards,

[Your Name]

****Friendly Letter Format Example (with a date line)****

[Date]

Dear [Recipient's Name],

I hope you're having a wonderful day!

[Discuss any recent events, experiences or ask questions to engage the recipient.]

Looking forward to hearing back from you soon!

Sincerely,

[Your Name]