

****Friendly Correspondence Format Guide****

****[Your Name]****

****[Your Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Date]****

****Dear [Recipient's Name],****

[Opening Paragraph: Start with a friendly greeting and inquire about the recipient's well-being. Share a personal touch or reference to a previous conversation.]

[Body Paragraph: Share updates about your life, mutual interests, or relevant news. This can include stories, events, or questions to engage the recipient.]

[Closing Paragraph: Wrap up your message with an invitation for future communication, a cheerful note, or an expression of appreciation.]

****Best regards,****

****[Your Name]****

Add any additional information or a closing remark if necessary.