

****Friendly Letter Structure Template****

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

[Opening paragraph: A warm greeting and a personal note or inquiry about the recipient's well-being.]

[Body paragraph(s): Share updates about your life, ask questions, and express your thoughts or feelings. Include anecdotes or memories to make it engaging.]

[Closing paragraph: Summarize your main points and express your wishes for the recipient. Invite a response if appropriate.]

Warm regards,

[Your Name]

****Tips for Writing a Friendly Letter****

1. Use a warm and conversational tone.
2. Personalize the letter with specific memories or references.
3. Keep paragraphs short and focused.
4. Use open-ended questions to encourage a response.
5. Proofread for clarity and to avoid errors.