

## Friendly/Informal Letter Building Blocks

### Return Address and Date (optional)

Write your full address in the upper right-hand corner.

### Date

Write the date right below your address.

### Greeting

Skip one line, begin the greeting with the word Dear, and follow with the name of the person who will be receiving the letter.

Put a comma after the person's name.

Write at the left margin.

### Body

Write at the left margin.

Skip one line after the greeting and indent the first word of each paragraph.

Begin a new paragraph for each topic, skipping a line between each paragraph.

Write all of the information you want to communicate in this portion of the letter. Use language you would use if you were having a conversation.

### Closing

Skip two lines after the end of the body of the letter.

Write your closing just to the right of the middle of the letter.

Capitalize only the first letter of the closing and follow it with a comma.

### Signature

Sign your name directly below the closing. Only sign your last name if you think the recipient might not know who it is from if you do not include it.