



Features of... A Friendly/Informal Letter

- It has 6 parts: return address, date, greeting, body, closing, and signature line
- The return address and date are not required when writing to very close friends
- It has a comma after the greeting
- It has the return address and date (if used) at the right margin
- It has paragraphs that are indented
- It uses language that is casual and would be used in conversation