

**Friendly Letter Format**

**Salutation/  
Greeting:**  
whom the letter is for, beginning with “Dear,” followed by the person’s name (comma after the name)

**Heading:**  
full date only (comma between day and year)

October 25, 2005

Dear Kyle,

It was so fun seeing you when you came to visit. I’ve really missed you since you moved to Las Vegas. I hope you can visit me again next summer. Then we can finish building our fort, go on a camping trip, and write that skateboarding book that we talked about. I can’t wait.

After you left, my mom brought home a rabbit. I’ve named her Maddy. She is golden brown with pointed ears and weighs twelve pounds. She hops in my room and I love her dearly. When you visit again, we can play with her. I am enclosing a picture of Maddy. Isn’t she sweet?

Please write back and send me a picture of your dog, Pepper.

Love,  
*Megan*

**Body:** the writer’s topic, thoughts and ideas are clear and detailed

**Indent:**  
first word in the letter needs to start directly under the name of the person the letter is for

**Closing:**  
aligned directly with heading, draws from a variety (e.g., Sincerely, Yours truly, etc.) with only the first word of the closing capitalized (comma after the closing)

**Signature:** the writer’s signed name, aligned directly under closing