

Parts of a Friendly Letter

Labelled example of a friendly letter format.

The diagram shows a friendly letter on a piece of lined paper. A purple box at the top left has an arrow pointing to the address. An orange box on the right has an arrow pointing to the date. A green box on the right has an arrow pointing to the body of the letter. A pink box on the right has an arrow pointing to the closing. A white box at the bottom has an arrow pointing to the signature.

#35 Peacock Lane,
Eagles Hill,
Christ Church,
8th March, 2021

Dear Mya,

How are you? I hope you are well. I have not heard from you in a very long time. I have been really busy with my new puppy Comet.

Comet is a cute brown and white border collie. He likes going for walks and getting belly rubs. He loves to eat rice and chicken. He is a great watch dog. He barks at anyone that comes near to our house.

Last weekend, we took Comet to the beach. At first, he was afraid of the water. But he started to enjoy it after a while. He even chased some crabs on the sand.

Your friend,
Kara.

Parts of a Letter:

1. Heading
2. Greeting
3. Body
4. Closing
5. Signature

