



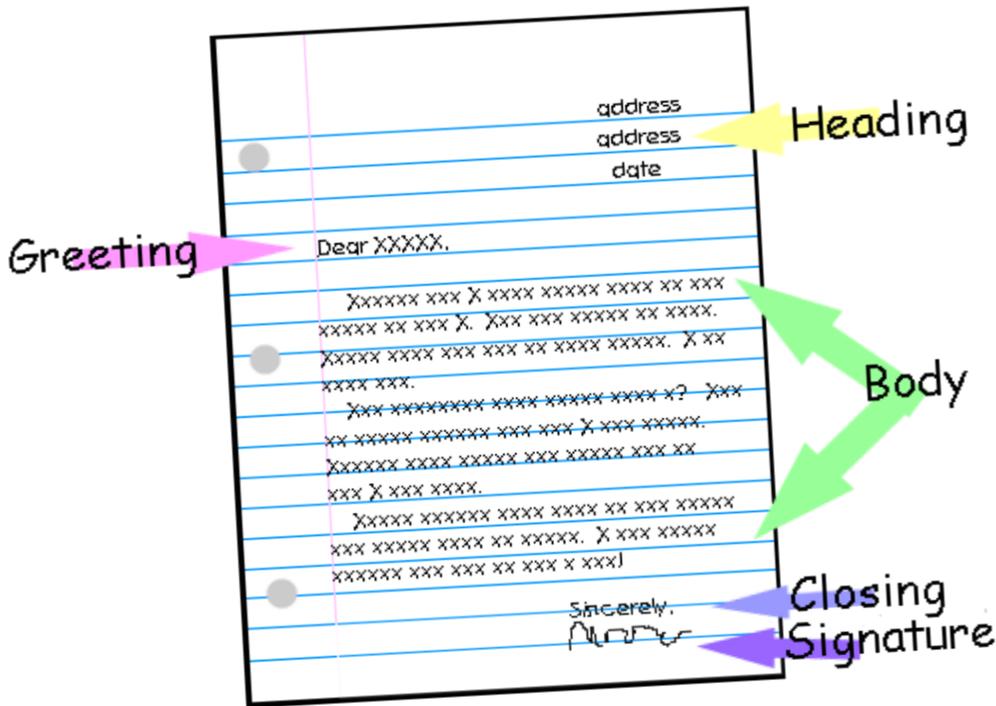
Opportunity Education Foundation

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Writing a Friendly or Personal Letter to Your Sister School

A friendly or personal letter has 5 main parts.



HEADING: Includes the address and the date. In some cases, it is OK to just write the date.

GREETING: The greeting usually starts with 'Dear Friend' or 'Dear' followed the person's name and then a comma.

BODY: After skipping a line, you begin the body of your letter which is the main text of your letter. This is the heart of the letter. Share the main information here. Indent for each new paragraph.

CLOSING: The closing includes a short capitalized expression such as 'Sincerely' or 'Love' and is followed by a comma. Skip a line after the body before writing your closing.

SIGNATURE: You sign your name beginning directly below the closing.

What kind of things might you write in your friendly letter?

1. Tell your friend about something fun you recently did.
2. Explain a job well done or a recent accomplishment.
3. Ask your friend some questions. (What is your favorite color? Do you have any pets? Do you play sports? etc.)
4. Describe your family and home to your friend.
5. Tell about a book you've just read that you think your friend would also enjoy.
6. Tell your friend your career plans and goals.
7. Share details about a place you visited.
8. Tell your friend about your hobbies and interests.
9. Explain a family tradition or custom to your friend.
10. Describe an important event or celebration that took place.

Remember to always use your best handwriting so your friend can read your letter. Use proper punctuation, spelling and grammar. Follow the 'Golden Rule' of letter writing: Write only the types of things that you would like to receive in a letter.