

Friendly Letter Example

Greeting

Dear Mom,

Heading

25 Central Ave.
Needham, MA 02494
October 15, 2004

I'm sending you this friendly letter to tell you much fun I'm having at my friend's house. We're having a blast! Yesterday we went to the beach. Guess what? I learned how to swim underwater! I was so excited. I can't wait to show you. I kept diving under and finding shells in the sand. I'm bringing them home to you. Tomorrow we're going to a baseball game.

Body

I miss you and the rest of the family but I know I'll be home in a few days. I'll tell you all my adventures then. Give everyone a big hug and kiss for me!

Closing

Love,

Signature

Sarah

Dear Mom,

I'm sending you this friendly letter to tell you how much fun I'm having at my friend's house in Florida. We're having a blast! Yesterday, we went to the beach and the water was crystal clear. I felt like the beach went on forever. Guess what? I learned how to swim underwater while we were there! I was so excited. I can't wait to show you when I get home. I kept diving under the water and finding beautiful shells in the sand. I'm bringing the shells home for you. Tomorrow, we're going to see the Gator's play baseball.

I miss you and the rest of the family but I know I'll be home in a few days. I can't wait to share my adventures with you and the family. I've taken lots of pictures and can't wait to have them developed. Give everyone a gigantic hug and kiss for me!

Love,

Sarah

****The first letter is a great letter but notice how the second letter is improved by using better vocabulary and giving more details. To improve letter writing, think about who, what, where, when, how, and why.**