Your Address

(if desired)

Date

(heading)

Dear Grandma,

(salutation/greeting)

You may indent your paragraphs in your letter or put an extra line between paragraphs. Either is acceptable, as long as you stay consistent throughout your letter. It is also important to ensure each paragraph has an identifiable main idea or specific reason the ideas in it are grouped together. Generally friendly letters don’t have a beginning, middle, and end that flows like other types of writing, but you will still be expected to order your paragraphs logically and create transitions between paragraphs. Your letter should be a minimum of two paragraphs, each with specific details or examples given to engage your reader.

The tone or voice of your letter should engage your reader but also be appropriate to you audience and topic. If you are writing to a relative you know very well your natural manner of speaking should shine through. But if you are writing to someone you don’t really know, you should work to keep your tone a bit more formal. In either case, written expression is always more formal than spoken language. Spelling, grammar, and capitalization matter.

 (body) Love,

 (closing)

 Sally Sue

 (signature)