Writing a Personal or Friendly Letter

We write friendly letters to people we know well. We might write a friendly letter to our parents, grandparents, or our friends.

Personal letters can be used to express personal feelings between the sender and the receiver. They do not require formal concise language.

Parts of a Personal or Friendly Letter

**HEADING**- This includes the address and the date. In some cases, it is also allowed to just write the date.

**GREETING**- The greeting usually starts with 'Dear' and is 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. 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. Only the first letter of the first word in the closing is capitalized.

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

Letter Writing Tips

Although there are many different types of letters, here are some general tips and hints to make sure that every letter is a good letter:

- Write a draft. Writing a draft, or even planning what you want to say, will mean that the point of your letter is clear.
- Make sure your handwriting is clear and neat.
- Make sure that your spelling is correct and there are no grammatical errors. Proofread your letter before you send it.

Preparing an E-mail

An email or electronic mail is a fast and effective way of communicating with someone, wherever they are in the world. It only takes a few seconds to send an email and it can arrive in the reader’s inbox within seconds. It is easy to attach other documents to an email. Once sent, emails are filed in your sent items, so you always have a written record of the communication.

Points to Remember when Preparing an E-mail

- Start with a greeting. The most common one is “Dear…”
- Make sure that you use the rules of sentence construction and paragraphing, as for any other type of writing.
- Do not write your email in capitals or in red font, as it might seem to the reader as if you are shouting at them.
- Always check and edit your email, if necessary, before sending it. It is a sign of respect when you take the time to ensure that there are no spelling or grammatical errors.
Format of an Email

Sources:

http://www.nhcs.net/parsley/curriculum/postal/friendlyletter.html
http://www.goodletterwriting.com/personal-letters.html