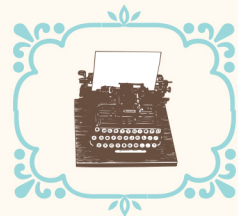


THE Art OF Letter Writing



THE PURPOSE — of a — FRIENDLY LETTER

There is no better way to communicate in an authentic manner than with a friendly letter. It could say I love you, I miss you, I wish you well, or all of the above. It could also relate your thoughts, feelings, or day-to-day events. Friendly letters are generally personal and can be either handwritten or printed.

LETTER-WRITING PROMPTS

To whom could you write today?

high school teacher • college roommate
childhood friend • mentor • coworker
family member • neighbor
children • partner



THE ELEMENTS — of a — FRIENDLY LETTER



The friendly letter is typically less formal than a business letter.

You generally want to start the first paragraph with an **INTRODUCTION**. This gives the reader an idea of why you're writing to them. If you don't know the person very well, you can reintroduce yourself or remind them of how you met.

Following your introduction, your next few paragraphs consist of the **DETAILS** you want to share — why you're reaching out, what is on your mind, etc.

The last paragraph is **REPEAT AND WRAP UP**. You'll want to sum up the main context of your letter, thank the recipient, wish them well, and let them know how to contact you.

While the above gives you some guidance, this is an informal, friendly letter, so have fun! The most important part of any friendly letter is to come across as . . . well, friendly!

TIPS — on — EFFECTIVE LETTER WRITING



Keep the recipient in mind, and write in a way that he/she can easily understand the letter.



Proofread your letter after writing it — check for spelling, context, sentence structure, grammar, etc.



Do not use abbreviations. This makes you look rushed and not as thoughtful as you want to be.



If you make any revisions, proofread your letter again.



Incorporate humor into your letter, when appropriate. Everyone loves a good laugh!



Use personal anecdotes and stories to connect with your recipient.



Oh yeah, did I mention to proofread?

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THE ANATOMY — of a — LETTER

MORE HELPFUL TIPS



NOTES — for — YOUR LETTER

YOUR ADDRESS

At the top of your letter, you will put your address, so the reader will know where to send their reply.

DATE

Put the date on which the letter was written in the format Month Day, Year, i.e., **June 7, 2014**.

THE GREETING

The greeting will address the individual. This is usually stated in the form of "**Dear**"

THE INTRODUCTORY PARAGRAPH

The first paragraph will generally outline the purpose for the letter, or the reason the letter is being sent, and will set the tone for the rest of the letter. It may sound something like: "I've wanted to reach out to you for many years to tell you just what an indelible impact you made on me when you were my ninth grade English teacher." Or "I know it's been a long time since we've been in touch, but I want you to know that I think of you often and smile when I remember the hilarious times we've spent together."

THE BODY

The body of the letter will expand upon the introductory paragraph. It may sound something like: "I realize you may wonder if your students were really listening to you all those years ... well, I want you to know that I not only listened, but I've carried your valuable lessons with me ever since." Or "I know how easy it is to fall out of touch, especially now that we live in different states, but I would love to change that! When can we schedule a call to catch up?" The body of the letter can be multiple pages for personal letters, or one or two pages for most business letters and other types of proposals.

THE CLOSING

In the closing of the letter, you will finish any thoughts you have shared, possibly request contact, and sign the letter. A signature should be reflective of your relationship and the tone of the letter — anything from "Love," "Warmly," "Yours truly," or "With affection" for close relationships to "Sincerely," "Respectfully," or "Kind regards" for more formal letters.

THE INTRODUCTORY PARAGRAPH

THE BODY

THE CLOSING