**Example of friendly letter**

Amy Moore  
123 Green Lane  
Lexington, Virginia 24450  
June 30, 1999  
  
   
  
Dear Amy,  
  
     How are you?   I am writing to tell you about my summer.  It has really been fun.  I have gone to the pool several times and I have visited several of my friends from school.   Next week, I am going to the beach with my family.  I hope you are having a fun summer, too.   
  
Your friend,  
  
Andrew