**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