**Sample friendly letter**
(Heading)

2527 CC Figueroa Street

Pasay City

December 3, 1969

(Salutation / greeting)

Dear Jade,

(Introduction)

How are you Jade? It's been a long time since we got away from each other due to our studies. Indeed, I miss you so much, my friend. However, the Christmas vacation is coming so we will have some time to see each other.

(Body)

In fact, I am planning to spend my Christmas vacation there. I am looking forward for that vacation because I am so excited to be with you again even for just a short period of time. I am just excited to share with you my beautiful experiences here.

Above all, I am really yearning for your companionship. I am missing all the things that we shared together before I got here for my study.

(Conclusion)

So see you soon Jade! I hope you will be looking forward for that, too. Until then. God bless Jade and take care always!

(Closing)

Lovingly yours

(Signature and printed name)

\*\*\*

Sapphire