**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)  
  
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Sapphire