

Sample Friendly Letter

Tab to 3"->

440 Albert St.
Ottawa, ON
K1R 5B5

2 Enters

January 26, 2003

2 Enters

Greeting

Dear Fran,

2 Enters

Body

Thank you very much for the purple sweater. You must have spent a lot of time knitting it. I appreciate all of your hard work. It fits well and it will keep me very warm this winter. It was very kind of you to remember my birthday.

2 Enters

Closing

All the best,

Rita

You have received a gift from a friend.
Write him or her a thank-you letter for the gift.

_____,

