

Informal Letter Format

Return Address
(Person Writing the Letter)

Barb Wabung
Make up an address for Otter Lake Reserve

← 1 line

Heading
(Address of Person Letter is for)

Janice Wirth
Make up an address for London, ON

← 1 line

Date

April 11, 2016

← 2 lines

Dear Barb (or Dear Janice):

Greeting

line →

" →

● →

Paragraph 1

Paragraph 2

Paragraph 3

} Indent beginning of each paragraph

Closing

Signature

Typed Name

← 2 lines

Sincerely,

Barb Wabung (or Janice Wirth)