

Informal Letter Format

The diagram shows an informal letter on lined paper. On the left, a green sidebar contains labels for each part of the letter, with colored arrows pointing to the corresponding text on the paper. The labels are: 'Your Name and Address' (orange), 'Today's Date' (purple), 'Greeting' (green), 'Letter Body' (blue), 'Reason Statement' (blue), 'Details' (blue), 'Closing' (blue), 'Statement' (blue), 'Closing' (red), and 'Your Signature' (green). The letter text is as follows:

Owen Smith
321 Cherry Lane
Westville, FL 11221

June 5, 2025

Dear Levi,

Thank you for the birthday gift, I received it in the mail yesterday. It was so nice of you to think of me from so far away. A coffee lover basket is the perfect gift for me!

I can't wait to try out all 12 flavors included in the basket. This morning, I tried out the Columbian roast and it was delicious. The gift set came with two funny mugs, so I hope that means you'll visit soon and enjoy a cup with me.

Thanks again for being such a thoughtful friend.

I'm so lucky to have people like you in my life. In addition to coffee, good friends are what fuel me in life.

Love,
Owen

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C Cleary



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