

# Friendly Letter

A **friendly letter** is written by a person to a friend or family member. The letter expresses the writer's experiences and feelings. A friendly letter begins with a greeting and ends with a closing.

## A Thunderstorm

July 2, 2008

Dear Luisa,

First sentence —  
tells what the  
topic is.

We had the most amazing storm  
yesterday!

Writer describes —  
events in sequence.

It was a hot, muggy  
afternoon. Suddenly black clouds  
formed in the sky. I saw a zigzag of  
lightning.

Writer uses —  
time-order  
words and vivid  
descriptive words.

Soon I heard a loud crash of  
thunder, and I ran inside. Before long,  
rain was pouring out of the sky.

Then suddenly the storm ended. In  
another ten minutes, the sun reappeared.

Last sentence —  
sums up letter.  
Closing indicates  
friendly letter.

I know you love nature, so I just had  
to tell you about this awesome summer  
storm.

Your friend,  
Maya