

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