

Bobby Smith  
1806 Red Rd  
Whatville, NY 10012

Mr. Bill Brown  
Chamber of commerce  
P.O. Box 123  
Any City, FL 33540-0000

### Example of Friendly Letter

**(Heading)**

17 Sedgehill Ct.  
Sometown, UT  
September 22, 1995

**(Salutation)**

Dear Pen Pal,

**(Body)**

What's new? Did you receive the baseball card I sent you? I hope you like it.

Rags had six puppies! I get to choose one.

I miss you a lot! Write soon.

**(Closing)**

Love,

**(Signature)**

Pat

### Example of a Business Letter

**(Heading)**

1806 Red Rd.  
Whatville, NY 10012  
March 10, 1995

**(Inside Address)**

Mr. Bill Brown  
Chamber of Commerce  
P.O. Box 123  
Any City, FL 3350

**(Salutation)**

Dear Sir:

**(Body)**

I am studying your city for a social studies report and I am writing to request information about your area. Please send me maps, travel brochures, and any other information you can share.

**(Closing)**

Sincerely,

**(Signature)**

Bobby Smith

