

First & Last Name
Date
Period #
Assignment Name

Letter Date (Day you are writing the letter)

Dear (FRIEND's NAME),

Paragraphs are INDENTED. Make sure that you indent each paragraph so it is clear to your reader when your new ideas start. Also make sure you double space. Double spacing is between the lines, not two spaces between each word. Make sure your letter is formatted correctly!

Also, make sure when you have multiple paragraphs that the spacing is double only. There should not be more spacing in between your paragraphs. It should be consistent and look the same over your whole project.