

May 6, 2008

Dear [recipient's name],

The body of your letter goes here. You still need to write in paragraphs, though they aren't paragraphs like in an essay.

Use a conversational or informal style. This doesn't mean you should not proofread. You should.

At the end of the letter, you need a closing. Choose what feels right for the purpose. You might write any of the following: love, best wishes, thinking of you, or even sincerely.

Best wishes,

[sender's name]