

Informal Letter Format

The diagram illustrates the format of an informal letter on a sheet of lined paper. A vertical pink line on the left side indicates the margin. The letter is divided into several sections, each highlighted with a different color and labeled with a bullet point and an arrow:

- Your Name and Address** (orange arrow): Owen Smith
321 Cherry Lane
Westville, FL 11221
- Today's Date** (purple arrow): June 5, 2025
- Greeting** (green arrow): Dear Levi,
- Letter Body** (blue arrow):
 - Reason Statement** (blue arrow): Thank you for the birthday gift, I received it in the mail yesterday. It was so nice of you to think of me from so far away. A coffee lover basket is the perfect gift for me!
 - Details** (blue arrow): I can't wait to try out all 12 flavors included in the basket. This morning, I tried out the Columbian roast and it was delicious. The gift set came with two funny mugs, so I hope that means you'll visit soon and enjoy a cup with me.
 - Closing Statement** (blue arrow): Thanks again for being such a thoughtful friend. I'm so lucky to have people like you in my life. In addition to coffee, good friends are what fuel me in life.
- Closing** (red arrow): Love,
- Your Signature** (green arrow): Owen