

How to Write Friendly Letter with Example

The letter you get the greatest pleasure in writing is the one that springs from no particular duty or social obligation. The friendly letter is the one you want to write- the newsy letter to a far-off friend or relative, to the folks back home, a cousin in service, a child at camp.

If such an enjoyable letter has a purpose, it is to make people feel better. Intimate, informal, gay, and conversational, a friendly letter is the reflection of your own personality. If the reader feels your presence, then it is a good letter.

Isn't it surprising, then, that some people find a friendly letter hard to write? All you have to remember is to write the person what you would tell him if you were in the same room talking to him-the small incidents of everyday life, pleasant happenings, a really funny joke, news of mutual friends- any and all news that would interest a person of his particular age and personality. But if you still feel there is absolutely nothing to write, remember that your friends and relatives are interested in you, and follow the advice of one of the most famous letter writers of all times, Pliny the Younger, who wrote: "There is nothing to write about, you say. Well, then, write and let me know just this, that there is nothing to write about; or tell me in the good old style if you are well."

Although a friendly letter should be light-hearted and avoid pet peeves and personal problems, there are times when you have to tell bad news. Don't use the shock approach. Prepare the reader with some introductory hints, then tell full story, so your letter won't give the impression that there is worse to come. Don't cause the reader needless worry by dramatizing the event, but rather assure him that the operation was successful or that the fire caused little actual damage.

Letter to a Friend who has gone Abroad.

My Dear Satish,

It is almost four months since you left for the U.S. and I haven't heard from you. Is anything the matter? Do I conclude that you are completely immersed in the new environments which (if the reports are true) afford a hundred and one diversions, to the extent that you have become oblivious of your 'former' world and those inhabiting it?

Satish dear, you could have at least acquainted us with the things around you and your place in it. Change is always better, but does it mean that it should be preceded by the change of hearts too?

Things have been as usual here, except that I have brushed up my acquaintance with Sheila on the occasion of my birthday party. It was a very intimate affair with our usual close friends and everything went off quite smoothly. I will be least surprised if the renewed acquaintance with Sheila might develop into what can be said life-long companionship.

Keshav has at last got a break in the newspaper world. He is working as a sub-editor with The Times of India- a job where he will fit in best. Already I am told, he has created a good impression on the Editor.

Bhatnagar has come out with a new discovery. According to him time factor play's the governing part in the prosperity of a nation. What is time factor is beyond my comprehension. However, you should have seen him discoursing, crouched an armless chair and his arms folded on his knees. I pity the fellow.

Yours Sincerely,