A letter meant for a friend is known as a friendly letter. In other words, letters written between two friends are termed as friendly letters.

No special style or language is considered necessary for writing letters to friends. All friendly letters may be written in simple English. We don’t to adopt any particular formalities either in language or expression. That is why most people prefer using a very natural and conversational style for writing letters to friends.

It is, however, necessary for us to take a little care and courtesy while writing letters to our friends. We must be sensible of the likes and dislikes, tastes and hobbies of our friend, while writing a letter to him. Our letter must create and interest, confidence and understanding in our friends.

He must feel that we are showing a great concern for him. For this reason, we must avoid writing much about ourselves. The recipient should not think that we are selfish and we are forcing him to believe whatever we write.

We must allow our friend to think for himself whether what we wrote is right or wrong. Then only he feels interested to read our letter. The most important aspect is that we should not point out the mistakes made by our friend in our letter. The reason is that he may feel that we are writing to him to find fault.