

Writing a letter is a means of keeping a friendship alive

the friendly letter, a part of you

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If you like to receive letters, do you realize how important it is to also write letters? Do you not only think it is hard to find time to write these letters, but also hard to think of something to say?

Writing a letter is a means of keeping a friendship fresh and alive. Its arrival brings sunshine into the day of the fortunate receiver. It is a meeting of friends whose paths do not regularly cross. Letters have a tendency to make the heart grow fonder.

A friendly letter is the one most commonly written letter since people of all ages write to their friends. It is the type of letter that most people intend to write but just don't find the time to complete. Its purpose is to please a friend, to keep in touch with him, and to keep alive the warm feeling of friendship. It gives pleasure not only to the reader, but also to the writer in reviewing all that has happened since the last letter.

This type of letter may be written yearly, monthly, or even weekly. Daily letters in the case of a love affair often lose their meaning. Restraint is more permanent. Its form is very informal. The person written should be addressed in a familiar manner to the reader and writer. The signature also may follow the same familiar lines. It is permissible to use nicknames no matter how important or dignified the person's position may be in real life. Remember though, conservatism is always wisest in letter writing. The use of words should be natural and conversational. Contractions and colloquial words are very desirable. These things express your personality to the reader. Always be care-

ful of form and detail. Even though a person is your friend, you must show him the same courtesy and consideration you would a business acquaintance.

Your friends are interested in what you are doing. Don't be afraid to write about yourself as long as you show some interest in what the other person is doing. Always keep your reader in mind by forgetting impersonal details. People of different ages and experiences are interested in different things. Children are intrigued by romance and sentiment. Women like personal gossip. They are more concerned with people than with things. Men are interested in sports and business. Older people like to reminisce. This makes them feel young again. It is best never to put into a letter anything that might embarrass either correspondent should the letter accidentally fall into a third party's hand. Written secrets are dangerous. If it is necessary for you to ask your friend to burn the letter after reading it, whatever you have to write is better off not written. Things that are down in writing are too hard to retract.

When answering a friendly letter, have it right in front of you. Nothing is more exasperating than to ask a question and not have it answered. Conversation in writing involves an interchange of thoughts. A satisfying reply to any letter requires that all questions be answered in some form or another.

Now you too should be able to write the type of letter that is worthy of your receiving one in return. Just try it more often and see how much fun you can have writing and receiving friendly letters that are all a part of you.

