

WRITING INFORMAL LETTERS

		number, street city/village postcode	ADDRESS
		18 December*	DATE
GREETING	Dear...,		
INTRODUCTION	How are you? I'm fine. / I hope you're well. Thank you very much for your letter of December 1 st . I have some good news. I'm writing to ... (tell you about my last holidays/my school/etc.)		
BODY	(One or more paragraphs)		
CONCLUSION	Well, that's all my news. Give my love/regards to your parents/sister/boyfriend... / My mother sends her love. I look forward to hearing from you. / I hope to hear from you soon. / Write soon.		
ENDING	Lots of love, Love, Best wishes, Regards,		
SIGNATURE	Mariana		

* There are different ways of writing the date:

18th March, 2007

18 March, 2007

18th March

18.3.07

March 18th, 2007

March 18, 2007

March 18th

18.3.2007

When you finish your letter you should check:

- spelling and punctuation (capital letters, full stops, commas, etc.)
- grammar
- vocabulary
- the structure of paragraphs