

Informal letter



Your address

32 Pobeda Street
Tarko-Sale, Russia

Date

19 October 2016

Dear Rosy,

Salutation

Thank you for the letter. I was very happy to get it.

Previous contact



Thank you for the letter. I was very happy to get it.

- Thank you for your e-mail.
- Thanks for your e-mail.
- Thank you for your recent letter.
- I was very glad to get your letter.
- Thanks for writing to me.
- Sorry, I haven't written for ages, but I've been really busy.



Dear Rosy,

Salutation

Thank you for the letter. I was very happy to get it.

Previous contact

You asked me about my best friend and I think he is a very kind person.

**Answering questions
Giving information**



You asked me about my best friend, so he is a very kind person.

- I am glad to tell you that...
- I am sorry but...
- Good news!
- Unfortunately,...
- You asked me about ... Well, I can say that ...
- As you are interested in ... I'd like to tell you that ...
- I'm also studying hard these days because....

Dear Rosy,

Thank you for the letter. I was very happy to get it.

You asked me about my best friend and I think he is a very kind person.

Can you tell me a little more about your family? How many brothers have you got? What are their hobbies?

Asking for information



Can you tell me a little more about your family? How many brothers have you got? What are their hobbies?

- Tell me about...
- Can you tell me a little more about...
- I'd like to know...
- Please send me...



Can you tell me a little more about your family? How many brothers have you got? What are their hobbies?

Sorry, I have to stop writing now, my mother needs my help.

Final comments

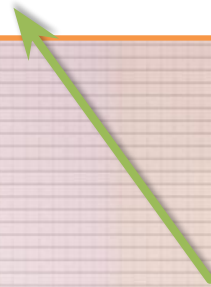


Sorry, I have to stop writing now, my mother needs my help.

- Thanks again for...
- Let me know if you need anything else.
- Just give me a call if you have any questions. My number is..
- Sorry, I have to stop writing now...
- Sorry, I have to go, my mum is waiting for me.

Sorry, I have to stop writing now, my mother needs my help.

I am looking forward to hear from you soon.



Future contacts



I am looking forward to hear from you soon.

- Please write soon.
- Write back soon.
- Hope to hear from you soon.
- I look forward to hearing from you.
- Please, write to me soon.



Sorry, I have to stop writing now, my mother needs my help.

I am looking forward to hear from you soon.

Best wishes,
Mary

Close

Your name



Best wishes,
Mary

- All the best,
Mary

- Yours,
Mary

- Lots of love,
Mary

- With love,
Mary



Murmask

Russia

May 4, 2015

Dear Jim/Alice,

Thank you for your recent letter.

Write back soon.

Best wishes,

Sergey



You have received a letter from your English-speaking pen friend, Ben.

...I've just been to Australia. I saw kangaroos and koalas! I even learned surfing at one of the Australian beaches! That was unbelievable! I definitely want to go there again!

*...Where did you spend your last summer? What did you like most about it? Which country would you like to visit one day, why?
...*

Write him a letter and answer his 3 questions.

Write—100—120 words